



BETHUNE-COOKMAN UNIVERSITY

Office of Accreditation, Compliance and Institutional Effectiveness

SACSCOC Accreditation Liaison Function Description

(Source: <https://sacscoc.org/app/uploads/2019/08/accreditation-liaison.pdf>)

Accreditation Liaison:

Appointed by the CEO, the Accreditation Liaison is a senior administrator who reports directly to the CEO and has a suitable degree of visibility on campus. The Accreditation Liaison establishes a working relationship with the leaders of the institution, consults with the institution during its reviews, answers questions or receives comments from the institution, maintains the Commission file on the institution, and, in general, develops a familiarity with the operations of the institution, to the extent possible.

Liaison Responsibilities:

1. Ensuring that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.
2. Notifying the Commission in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.
3. Familiarizing faculty, staff, and students with the Commission's accrediting policies and procedures, and with particular sections of the accrediting standards and Commission policies that have application to certain aspects of the campus (e.g., library, continuing education) especially when such documents are adopted or revised.
4. Serving as a contact person for Commission staff. This includes encouraging institutional staff to route routine inquiries about the Principles of Accreditation and accreditation policies and processes through the Accreditation Liaison, who will contact Commission staff, if necessary, and ensuring that email from the Commission office does not get trapped in the institution's spam filter.
5. Coordinating the preparation of the annual profiles and any other reports requested by the Commission.
6. Serving as a resource person during the decennial review process and helping prepare for and coordinating reaffirmation and other accrediting visits.
7. Ensuring that electronic institutional data collected by the Commission is accurate and timely.
8. Maintaining a file of all accreditation materials, such as, reports related to the decennial review; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices.