

<b>Standard:</b>	<b>3</b>	<b>Governance and Administration</b>
<b>Criterion:</b>	<b>3.04</b>	<b>Organization of Administrative Staff</b>
<b>Approved By:</b>	ACAOM Commission	
<b>Document History:</b>	<i>Implementation Date:</i>	
	<i>Last Updated:</i>	May 7, 2018
<b>Related Policies:</b>		
<b>References:</b>		
<b>Responsible Official:</b>	ACAOM Executive Director	

### INSTITUTIONAL COMPONENTS

*These components are defined as those relevant only to entities that are institutionally accredited by ACAOM. These institutional components are not relevant or pertinent to the schools that rely on ACAOM for programmatic accreditation only.*

The institution's administrative staff must:

- A. be of a size and structure that is appropriate to the mission and scope of the institution and its programs.
- B. be well-qualified and organized to serve the institution's needs.
- C. have clearly defined roles and responsibilities that support the mission of the institution.
- D. be knowledgeable of their duties and aware of those of the other principal positions in the institution's administrative structure.

### PROGRAMMATIC COMPONENTS

*These components are defined as those that are relevant to ACAOM programs, regardless of the institutional accreditation. Programmatic components may be further differentiated as applicable to all program levels (i.e., Masters, Professional Doctorate) or applicable to only one program level.*

**ALL PROGRAMS:**

The program's administrative staff must:

- A. be of a size and structure that is appropriate to the purpose and scope of the program.
- B. be well-qualified and organized to serve the program's needs.
- C. have clearly defined roles and responsibilities that support the program's purpose, goals, and learning outcomes.

- D. be knowledgeable of their duties and aware of those of the other principal positions in the institution's administrative structure that relate to the program.
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**Revision History**

Date Revised	Summary of Revisions	Approved By

Programs and institutions are responsible for understanding and following ACAOM's current policies and procedures found at <http://acaom.org/policies/> and are encouraged to timely contact ACAOM with any questions or need for further clarification. The Commission is not bound by a rigid sequence of actions nor precluded from taking actions at any time as warranted by evolving circumstances; any dates or timelines provided for planning or illustrative purposes may change.