Assistant Chair Role and Responsibilities Guide

The assistant chair provides support for the team and chair throughout the accreditation process. The chair is responsible for finalizing the report. The responsibilities of the assistant chair include:

FOR THOSE SERVING ON REAFFIRMATION OF ACCREDITATION TEAMS (OFFSITE REVIEW AND ACCREDITATION VISIT)

Prior to the Offsite Review
1. Work with the chair and WSCUC staff liaison regarding the organization and timeline for Offsite Review preparation.
2. Compile the team members’ worksheets for the Offsite Review into one document; distribute the compiled worksheet to team members and WSCUC staff liaison in advance of the Offsite Review.

During the Offsite Review
1. Take notes of team discussions and help keep the team on task; serve as liaison to the WSCUC staff.
2. Facilitate the drafting of team commendations and Lines of Inquiry.
3. Determine the date by which the preliminary team report sections will be drafted and sent to the assistant chair.

After the Offsite Review
1. Prepare a draft of the Summary of Lines of Inquiry and send to the team chair, team and WSCUC liaison for review.
2. Finalize the summary of Lines of Inquiry after feedback form the team and WSCUC liaison.
3. Compile and edit the preliminary team report and send to the chair for final review in advance of the Accreditation Visit.

FOR ALL ASSISTANT CHAIRS

Prior to the Visit
1. Work with the chair and WSCUC staff liaison regarding the organization and timeline for visit preparation.
2. Compile the team members’ worksheets for the pre-visit conference call into one document; distribute the compiled worksheet to team members and WSCUC staff liaison in advance of the pre-visit conference call.
3. Record team observations and decisions during the conference call; provide notes to the team
4. Draft the introductory sections of the team report, develop the detailed outline for the report before the visit, and compiles all preliminary drafts of sections provided by team members in advance of the visit. Share the draft with the chair, team members and WSCUC liaison for their review on or before the first executive session.
During the Visit

1. Take notes of team discussions and help keep the team on task; serve as liaison to the WSCUC staff and the institution’s ALO regarding adjustments to the schedule, etc.
2. Monitor the confidential email account and share comments from this account with the team for follow up.
3. Facilitate the drafting of team commendations and recommendations in advance of the exit interview.
4. Collect completed sections of the draft report from team members prior to leaving the institution.

After the Visit

1. Compile and edit the draft team report.
2. Send draft report to the team chair who will communicate with the team members and WSCUC liaison to solicit feedback and finalize the report.

Rev 3/2015