

**Accreditation 101 – Expectations and Responsibilities for Commission Approved Institutions
Team Member Descriptions and Roles**

Team Member	Description	Role
Unit Head Required	Usually the dean at an IHE, or a director of teacher education, district or county office of education superintendent or superintendent’s designee.	Responsible for administering all aspects of all the Commission-approved educator preparation programs offered by the institution, and has the authority to manage the human and fiscal resources needed to meet all educator preparation program goals.
Fiscal Officer Required	Individual responsible for institution’s budgeting and expenditure authority	Responsible for having a full understanding of the fiscal responsibilities and authority to determine allocation of resources to all programs sponsored by the institution.
Director(s) of Proposed Program(s) Required	Individual responsible for directing an individual program or program(s) sponsored by the institution.	Responsible for understanding the Initial Program Review process.
Partner Employing Organization Required for all Preliminary preparation program	Individual responsible for hiring graduates of the preliminary program—usually human resources personnel	To provide collaboration between the preparation entity and local employers.
Partner Preparation Entity Required for all Induction Programs	Individual from a preliminary preparation program that prepares candidates whose graduates will enroll in induction program	To provide collaboration between the preparation entity and local employers.
Other Participants Optional Not to exceed 2 additional participants	Individuals that may contribute to the development of the design, curriculum, or other aspects of the proposed program(s)	To be determined by the institution seeking approval.

