

IMPORTANT NOTICE!!!

SACS Accreditation Requirements – All Faculty

In keeping with the standards for accreditation of the Southern Association of Colleges and Universities (SACS), NKU requires all faculty to submit transcripts of their postgraduate work/degrees and copies of their course syllabi.

NKU is currently in a reaffirmation cycle, and the deadlines for submission of documents to SACS are extremely tight for the Fall 2008 semester. **It is imperative that you provide the following materials in a timely fashion:**

- A. TRANSCRIPTS** – Please request official transcripts from the institutions granting your degrees immediately, if you have not already done so or NKU does not have one on file. We must have the transcripts in hand **no later than August 25** to prepare our SACS compliance reports by the deadline.
- a. Full-Time Faculty – Request that official transcripts be sent to Mary Ryan in the Office of the Provost.
 - b. Part-Time Faculty – Request that official transcripts be sent to your department chair.
- B. SYLLABI** – Please post your syllabi in Digital Measures (content management software) and/or submit copies to your department as directed by your department chair. All syllabi must be in Digital Measures **no later than September 1** to facilitate completion of SACS compliance reports by the deadlines.

(We will demonstrate the features and uses of Digital Measures at all new faculty orientation sessions. For information on individual training, contact the SACS Office at 572-1993.)

We must have 100% participation to be in compliance with our accrediting body. We appreciate your cooperation and timely response to these requests.

If you have questions or concerns, please contact Vice Provost J. Patrick Moynahan at X-5379) or moynahan@nku.edu.