

ACAHM COMPREHENSIVE STANDARDS AND CRITERIA

STANDARD 3: GOVERNANCE AND ADMINISTRATION

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Criterion 3.01: GOVERNANCE STRUCTURE	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

- A. The institution must have a clearly delineated governance structure with a governing body that exercises ultimate and general control over the institution's affairs.
- B. The membership of the governing body must effectively represent the needs of the institution's stakeholder groups.
- C. There must be adequate and effective representation of the public in the governing body.
- D. Governing body members must have primary responsibility to the institution and must not allow political or other influences to interfere with their governing duties.
- E. The governing body of the institution must develop and maintain a set of bylaws, which must include:
 - 1. descriptions of the powers, duties, terms of office, and responsibilities of members of the governing body.
 - 2. a description of meetings, including frequency and format.
 - 3. a code of ethics, including provisions for addressing conflicts of interest and the appearance of such conflicts.
 - 4. proprietary institutions must clearly describe the authority and limitations of the owner(s), the governing body, and the advisory committee, if applicable.
- F. The meetings of the governing body must:
 - 1. be held at regularly stated times.

2. be of sufficient length for the governing body to competently fulfill its responsibilities to the institution and its programs.
3. include prepared agendas.
4. document institutional decision-making in accurate meeting minutes kept on file at the institution.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

The program's parent institution must have a governance structure that is appropriate to an institution of post-secondary education offering a graduate level education in acupuncture.

Criterion 3.02: ROLES OF THE GOVERNING BODY	
<i>Related Policies:</i>	Glossary
<i>References:</i>	

INSTITUTIONAL COMPONENTS

The governing body of the institution must be responsible for:

- A. establishing broad policy and long-range planning.
- B. appointing and evaluating the institution's president/CEO.
- C. ensuring financial stability.
- D. reviewing and approving the annual budget.
- E. participating in the development of external relations and resources.
- F. developing and ensuring processes to review and improve the governing body's own effectiveness.
- G. ensuring achievement of the mission.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

The governing body of the institution must be responsible for approving significant changes to the program, as defined in the *ACAHM Glossary*.

Criterion 3.03: STAKEHOLDER INPUT	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

Decisions of the governing body must be made based on legal and regulatory requirements and input from the institution’s stakeholders and communities of interest.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

- A. Governance-related decisions that affect the program must consider input from relevant program stakeholders.
- B. Consistent with recognized principles of shared governance, the program must demonstrate an effective process for input from students and faculty into institutional decision-making.

Criterion 3.04: ORGANIZATION OF ADMINISTRATIVE STAFF	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

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.
- E. be stable regarding employee turnover.

PROGRAMMATIC COMPONENTS

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.
- E. be stable regarding employee turnover.

Criterion 3.05: ADMINISTRATIVE AND ACADEMIC LEADERSHIP	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

- A. The institution must employ a president/chief executive officer (CEO) responsible for the entire operation of the institution.
- B. The president/CEO must serve as the liaison between the governing body and institutional staff.
- C. The president/CEO must be appropriately qualified as documented by education, training, and professional experience.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

- A. The program must have a clearly defined and effective structure for administrative leadership.
- B. The program must have a clearly defined and effective structure for academic leadership.
- C. Individuals serving in leadership roles in the program must be qualified for their positions, as documented by education, training, professional experience and, where relevant, professional licensure.
- D. The program must produce job descriptions that clearly outline expectations and time commitments for all programmatic leadership positions.
- E. The program must employ a qualified and competent individual whose principal employment and responsibilities are to direct the program. The director of the program must be responsible for:
 - 1. providing effective supervision and oversight for the program, including curriculum development and review, faculty recruitment, faculty professional development, and faculty and staff evaluation.

2. the overall assessment of the effectiveness of the program.
- F. The program must employ a qualified and competent individual responsible for direction of the program's clinical education. The director of clinical education for the program must maintain an active current license and/or certification in good standing in the state in which the program operates and be responsible for:
1. providing effective supervision, oversight, coordination, and assessment of all programmatic clinical training activities.
 2. the collection, organization, and review of the variety of effectiveness data obtained during clinical training.
 3. the overall tracking of students in the clinical training.