

# The Accreditation Liaison Officer

---

The Accreditation Liaison Officer (ALO) plays a vital role in maintaining an effective accreditation relationship between the institution and the Commission. While the chief executive officer is the primary contact between the Commission and the institution, the ALO provides a second line of communication about Commission policies, practices, and other matters related to accreditation.

The chief executive officer appoints the ALO. In selecting an individual to serve as the ALO, the chief executive officer should consider the following factors: knowledge of the institution, visibility on campus, accrediting experience or interest in becoming involved in accreditation activities, and clerical support.

## Responsibilities of the Accreditation Liaison Officer

The ALO:

1. Serves as a primary recipient of Commission communications regarding the institution's accreditation, in addition to the chief executive officer.
2. Disseminates information and answers questions about Commission policies and procedures for all audiences within the institution.
3. Stays current with Commission policies and procedures.
4. Provides oversight and direction for the institution's Data Update Coordinator to ensure the currency, accuracy, and timeliness of information submitted to the Commission as part of the Annual Institutional Data Update (AIDU).
5. Provides oversight and direction for the timely submission of substantive change requests and reports required by Commission policy.
6. Facilitates responses to Commission inquiries, including complaints referred by the Commission staff to the chief executive officer.
7. Maintains the institution's file of official documents and reports related to the institution's relationship with the Commission. Such files are often kept in the president's office.
8. Provides comments to the Commission as requested in its consideration of proposed policies, procedures, and issues affecting the accreditation relationship.
9. Ensures that any changes in basic institutional information are reported to the Commission.
10. Ensures that the institution meets its financial obligations to the Commission through the timely payment of dues and fees.