

APPLICATION FOR CONSIDERATION BY THE AMERICAN ASSOCIATION OF BIBLE COLLEGE EDUCATORS FOR INTERNATIONAL DEVELOPMENT

This is an initial application for recognition by the American Association of Bible College Educators for International Development. It will be used to help assess an institution's level of readiness for candidacy.

The necessary document will be named on the right and the number which is placed on the actual document will be listed to the left. The documents are divided into separate File Folder sections and should be submitted in this fashion.

Institution: _____

Date Completed: _____

-----Documents-----

Folder #1

A comprehensive, clearly-written, published Doctrinal Statement that is in harmony with the AABCEID Doctrinal statement.

The institution's Doctrinal Statement must demonstrate affirmation of the tenets of AABCEID. It should be published in appropriate official documents such as the catalogue and on the institution's website, if applicable.

<i>Document Number</i>	<i>Documentation</i>
	1. <i>The doctrinal statement of the institution is in agreement with that of AABCEID.</i>
	2. <i>The doctrinal statement is consistently presented in the catalog, student handbook and on the website.</i>
	3. <i>Board minutes show approval of the institution's doctrinal statement.</i>

Folder #2

A clearly defined, published statement of mission (formally adopted by the governing board) along with published general institutional objectives that demonstrate that the fundamental purposes of the institution are educational, appropriate to a degree-granting institution, and relevant to the needs of the constituencies it seeks to serve.

The mission must be clearly stated and be in agreement with the institutional practices and long-range plans. All variations in the mission or practice must be corrected through a well developed plan to bring the two into agreement.

<i>Document Number</i>	<i>Documentation</i>
	1. <i>The mission must be clear and supported by institutional objectives</i>
	2. <i>Minutes from a Board meeting show that they adopt the mission statement of the institution.</i>
	3. <i>The mission and institutional objectives must be presented consistently in the catalog, student handbook and website.</i>

Folder # 3

A governing board that has the authority to carry out the mission of the institution, that includes representation reflecting the public interest, and whose members do not have contractual, employment, or personal financial interests with the institution.

The governing board may have one member from the administration on the board, usually the president, who may be a voting member. In those cases where the board may require some adjustments to meet the above requirements, AABCEID will take into consideration that there is a plan to meet the requirements prior to candidacy. Board members who have loaned money or assets to the institution may stay on the board but must not vote on the issues that involve the loan.

<i>Document Number</i>	<i>Documentation</i>
	<i>1. Provide list of Board Members. Give names, addresses, and their occupation. There must be at least 3.</i>
	<i>2. Provide a copy of the by-laws.</i>
	<i>3. Provide a manual that is designed to give the Board direction such as: duties, qualifications, meetings, removal and vacancies, length of service.</i>

Folder #4

A chief executive officer whose full-time or major responsibility is to the institution and who possesses the authority needed to manage the affairs of the institution.

The institution must employ a qualified full-time administrator to head a leadership team. This person may be the president or vice-president who has the administrative authority to execute the board's policies. In some cases the president may be the pastor of the church that founded the institution who has extended authority to an executive vice-president for operations. The leadership team consists minimally of a president and chief academic officer. **The term "full-time" is interpreted here as one who possesses a written full-time contract from the board based on a written job description outlining duties and responsibilities, and who is not contracted full time by another organization.**

<i>Document Number</i>	<i>Documentation</i>
	<i>1. List the names of your administration and the highest degree or diploma which they have received.</i>

	2. <i>Provide a job description for each position listed in the Administration.</i>
	3. <i>Provide a traditional organizational chart showing the relationship between the governing board, administration, staff and faculty.</i>
	4. <i>The By-laws show that the president has the administrative authority to execute the board's policies.</i>

Folder #5

Provide a catalog and/or other comparable official publications available to students and the public that honestly and accurately sets forth pertinent information that must include at least the following items:

<i>Page Number in Catalog</i>	<i>Documentation</i>
	1. <i>Mission and objectives</i>
	2. <i>Entrance requirements and procedures</i>
	3. <i>Rules and regulations for conduct</i>
	4. <i>Programs, courses, and objectives</i>
	5. <i>Degree completion requirements</i>
	6. <i>Full and part-time faculty, degrees held, with institution granting the degree</i>
	7. <i>Costs</i>
	8. <i>Other items relative to attending the institution or withdrawing from it.</i>

Folder # 6

Students enrolled in and pursuing program(s).

Prior to seeking candidacy, an institution must have graduated at least one class.

<i>Document Number</i>	<i>Documentation</i>
	1. Show enrollment statistics from the past 5 years (if applicable) and current year for each degree offered.
	2. Show graduation rates for each year of each degree offered. If there is more than one degree offered.

Folder #7

An approved set of admissions policies compatible with the institution's stated mission and objectives.

The institution must include in its published catalog a set of admission policies that guide the admission department in admitting students.

<i>Document Number</i>	<i>Documentation</i>
	1. Provide a copy of the catalog that shows admissions policy for each degree offered.

Folder # 8

An adequate financial base of documented funding commitments that demonstrate the institution's ability to carry out its stated purposes

The institution must demonstrate that it operates within the revenues received. The institution must be able to demonstrate adequate funding for academic programs offered. Funding/finances must be such so as to demonstrate the institution's continuity over time. A chief financial officer must oversee all financial and business operations, supervise an adequate system of accounting, and provide current and regular reports to the president.

<i>Document Number</i>	<i>Documentation</i>
	1. Provide the internal financials for prior years if external audits

	<i>are not available</i>
	2. <i>Provide the budget for the past year and current year.</i>
	3. <i>Provide the name of your chief financial officer and show that he reports to the president (in an organizational chart or in his job description).</i>

Folder # 9

A library, a librarian and other learning resources that adequately support the educational programs offered, plus appropriate learning equipment and materials. You may not have a library at this time. Folder #9 is only for those who do.

<i>Document Number</i>	<i>Documentation</i>
	1. <i>State who the librarian is:</i>
	2. <i>How many books does the Library contain</i>
	3. <i>What percentage of the books are research books.</i>
	4. <i>What percentage of the books are theological books.</i>
	5. <i>Do students have open access to other libraries?</i>