

## Academic Affairs - Compliance Requirements

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency
Expense Reporting for Federal Grants	Restricted Accounts Donor	Monitoring of spending to verify that it is used properly for purpose outlined by Donor or Grant. Federal grants need to comply with federal laws and grant intentions	Academic Affairs, Restricted Funds Manager, Office of Research, Grants and Contracts Accountant	Director of External Grants	On-going
Family Educational Rights and Privacy Act (FERPA)	US Department of Education	Protects the privacy of student education records at all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."	Academic Affairs Financial Aid Finance General Counsel Registrar	Multiple Parties	On-going
Full Time Union Contract	National Education Association - RI Chapter	Required to be in compliance with Full Time Union Contract including: Informational Reporting on bargaining unit Evaluating, Promoting & Approving Faculty Leave Faculty & Student Evaluation process Workshops for Faculty up for review or promotion	Academic Affairs	Associate Dean of Faculty Associate Director, Academic Administration	On-going

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International Part Time Faculty Eligibility	US Department of State Homeland Security Internal Revenue Service	Required to complete all necessary documentation to have international part time faculty employed by RISD. This documentation includes:  H1-B Visa Documentation 01, J1 Updating SEVIS with all necessary information Completing Form 8233, Exemption of Withholding of Compensation for dependent Services of a Non Resident Alien	Academic Affairs	Associate Director, Academic Administration	On-going
LAAB	Landscape Architecture Accreditation Board	Annual Accreditation report for the MLA program	Architecture and Design / Academic Affairs	Associate Director, Academic Administration	TBD
NAAB	National Architecture Accreditation Board	Annual Accreditation report for the BARC and the MARC programs	Architecture and Design / Academic Affairs	Dean of Architecture and Design	Annually
LAAB	Landscape Architecture Accreditation Board	Accreditation review for the MLA program	Architecture and Design / Academic Affairs	Dean of Architecture and Design	every 6 years, next due in 2015
NAAB	National Architecture Accreditation Board	Accreditation review for the BARC and the MARC programs	Architecture and Design / Academic Affairs	Dean of Architecture and Design	every 6 years, next due in 2014
NASAD / HEADS Data Survey	National Association of Schools of Art and Design	Annual Report	Institutional Research / Academic Affairs	Director of Institutional Research	Annually due October 15
NASAD Accreditation Audit	National Association of Schools of Art and Design	Annual Accreditation report	Institutional Research / Academic Affairs	Director of IR / Ex Director, SP & Academic Initiatives	Annually, September (late)
NASAD/NEASC Accreditation	NASAD/NEASC	School and Departmental Accreditation	Academic Affairs / Institutional Research	Director of IR / Ex Director, SP & Academic Initiatives	Every 10 Years, Next due in 2016
NASAD Supplemental Annual Report	National Association of Schools of Art and Design	Annual Supplemental Report	Academic Affairs / Institutional Research	Director of IR / Ex Director, SP & Academic Initiatives	Annually, Due in October

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NEASC	New England Association of Schools and Colleges	Annual Report	Academic Affairs / Institutional Research	Director of IR / Ex Director, SP & Academic Initiatives	Annually in June
NEASC Interim Report	New England Association of Schools and Colleges	Interim Report	Academic Affairs	Director of IR / Ex Director, SP & Academic Initiatives	Next due in 2021
Part Time Union Contract	National Education Association - RI Chapter	Required to be in compliance with Part Time Union Contract including: Informational Reporting on bargaining unit Evaluating, Approving Faculty Leave (approved by Provost)	Academic Affairs	Associate Director, Academic Administration	On-going
Short Term Visitor Eligibility	Homeland Security Internal Revenue Service	Required to verify visa eligibility and completion of tax forms appropriate to individual circumstances. Monitoring that visitor is not paid for more than 9 days of 'work' at RISD.	Academic Affairs	Associate Director, Academic Administration	On-going