

## Academic Affairs - Compliance Requirements

Last Updated:

12/5/2016

Initials of Completer(s): ED

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency	Last Date Completed
<b>Expense Reporting for Federal Grants</b>	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	On-going
<b>Family Educational Rights and Privacy Act (FERPA)</b>	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. <u>Students to whom the</u>	Academic Affairs Financial Aid Finance General Counsel Registrar	Multiple Parties	On-going	On-going
<b>Full Time Union Contract</b>	National Education Association - RI Chapter	Required to be in compliance with Full Time Union Contract including: Informational Reporting on bargaining unit evaluation, promotion & approving Faculty sabbatical Leave Faculty & Student Evaluation process Workshops for Faculty up for review or promotion	Academic Affairs	Dean of Faculty; Associate Director, Academic Administration; Committee on Faculty Appointments	On-going	7/1/2016

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<b>International Faculty Eligibility</b>	US Department of State Homeland Security Internal Revenue Service	Required to complete or assist legal counsel in completing all necessary documentation to have international faculty employed by RISD. This documentation includes: Visa support for O1, J1, H1-B; Updating SEVIS with all necessary information for J visa holders; reports to the US Dept of State; bi-annual recertification of J program; providing adjunct faculty with appropriate tax documents as determined by TaxNavigator	Academic Affairs Human Resources (only for I9 and tax forms for ft)	Associate Director, Academic Administration	On-going	On-going
<b>LAAB</b>	Landscape Architecture Accreditation Board	Annual Accreditation report for the MLA program	Architecture and Design	LARCH Department Head	On-going data updates	Nov-16
<b>NAAB</b>	National Architecture Accreditation Board	Annual Accreditation report for the BARC and the MARC programs	Architecture and Design / Academic Affairs	Dean of Architecture and Design; Associate Director, Academic	Annually	Nov-16
<b>LAAB</b>	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 2021	2015
<b>NAAB</b>	National Architecture Accreditation Board	Accreditation review for the BARC and the MARC programs	Architecture and Design / Academic Affairs	Dean of Architecture and Design; Associate Director, Academic Administration	every 8 years, next due in 2022	2014
<b>NASAD / HEADS Data Survey</b>	National Association of Schools of Art and Design	Annual Report	Integrated Planning/ Academic Affairs	Director of Institutional Research	Annually due October 15	1/29/2016

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<b>NASAD Accreditation Audit</b>	National Association of Schools of Art and Design	Annual Accreditation report	Integrated Planning / Academic Affairs	VP Integrated Planning	Annually, September (late)	6/18/2015
<b>NASAD/NEASC Accreditation</b>	NASAD/NEASC	School and Departmental Accreditation	Academic Affairs / Integrated Planning	VP Integrated Planning	Every 10 Years, Next due in 2021	2016
<b>NASAD Supplemental Annual Report</b>	National Association of Schools of Art and Design	Annual Supplemental Report	Academic Affairs / Integrated Planning	VP Integrated Planning	Annually, Due in October	9/6/2016
<b>NEASC</b>	New England Association of Schools and Colleges	Annual Report	Academic Affairs / Integrated Planning	VP Integrated Planning	Annually in May	3/25/2016
<b>NEASC Interim Report</b>	New England Association of Schools and Colleges	Interim Report	Academic Affairs	VP Integrated Planning	Next due in 2021	
<b>Part Time Union Contract</b>	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. Next salary increase will be tied to FT contract FY16, contract runs to June 30, 2018	Aug-15
<b>Short Term Visitor Eligibility</b>	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	On-going