# NACEP Reaccreditation

## Faculty Liaison Tasks & Deadlines

In 2025, 2027, the CAP Office will be preparing for and writing our NACEP reaccreditation application. As a faculty liaison, you have a small set of specific deliverables. This guide tells you exactly what to submit and when.

💰 **$200 Stipend:** In addition to your regular CAP compensation, a one-time $200 stipend will be paid upon completion of all accreditation-related documentation *(pending formal approval by O&E Executive Director)*.

📋 **Reminders Before You Begin**

- Collect syllabi and sample assessments from all CAP instructors during fall 2026 (unless the course is only offered in spring).
- Clearly indicate which CAP syllabus and assessment should be used in the reaccreditation application and provide comparable on-campus pieces.
- Submit all materials electronically to **cap@usi.edu**

🖼️ **REACCREDITATION TIMELINE**

| Date | Milestone |
|------|-----------|
| Fall 2025 – Summer 2026 | CAP staff self-assessment and preparation for reaccreditation |
| 2026–2027 | Collection of evidence and writing of coversheets |
| **July 31, 2026** | ☆ *Liaison's professional development materials and narrative due to CAP Office* |
| **October 16, 2026** | ☆ *Liaison's draft of Statement of Equivalency due to CAP Office* |
| December 1, 2026 | Letter of intent submitted to NACEP |
| **December 15, 2026** | ☆ *Sample materials and narrative for training new instructors, as well as best paired syllabi, paired assessments, and observation visit, due to CAP Office* |
| **February 1, 2027** | ☆ *Liaison's final Statement of Equivalency due to CAP Office* |
| **March 19, 2027** | ☆ *For courses only offered in spring: sample materials and narrative for training new instructors, as well as best paired syllabi, paired assessments, and observation visit, due to CAP Office* |

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| June 15, 2027 | Application due.<br>Assigned to 3-person peer review team. |
| **Fall 2027** | **Opportunity to answer questions and provide additional evidence.** |
| **Winter 2028** | **Virtual site visit from Peer Review Team** |
| **April 2028** | **NACEP Accreditation Commission vote — reaccreditation for 7-year period** |

## ☑ YOUR TASKS & DEADLINES
## WHAT TO SUBMIT & WHEN, IN CHRONOLOGICAL ORDER

| Std. | What to Submit | Deadline | Stipend |
|---|---|---|---|
| **F3** | Annual PD materials & written description | **July 31, 2026*** | 💰 **Lump** |
| **A1/C2** | Statement of Equivalency – **Template available soon** on CAP Liaison page (usi.edu/cap/liaison) | **Draft: Oct 16, 2026 Final: Feb 1, 2027** | 💰 **Lump** |
| **F2** | New instructor training materials & written description -- **Template available soon** on CAP Liaison page (usi.edu/cap/liaison) | **Dec 15, 2026** | 💰 **Lump** |
| **A1** | Paired student assessments (on-campus + CAP) | **Fall: Dec 15, 2026 Spring: Mar 19, 2027** | 💰 **Per visit** |
| **C2** | Paired syllabi with learning objectives (on-campus + CAP) | **Fall: Dec 15, 2026 Spring: Mar 19, 2027** | 💰 **Per visit** |
| **C3** | Site visit report (one per discipline) | **Fall: Dec 15, 2026 Spring: Mar 19, 2027** | 💰 **Per visit** |

## 🖵 GUIDANCE BY STANDARD FOR REQUIRED EVIDENCE

| **F2** | New Instructor Training | ⏰ Due:<br>**Dec 15, 2026** |
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| 💰<br>**STIPEND ELIGIBLE**<br>*Hourly stipend already paid for new instructor orientation & syllabus review.* | **Provide for each discipline:**<br>• Sample course-specific training materials<br>• Agenda for new CAP instructor training<br>• Written description of how new instructors are trained and how the evidence materials are used<br><br>**Acceptable training activities include:**<br>• On-campus observation of the course or higher-level courses in the discipline | 📌 **Notes**<br><br>• No new instructors in 2026–27? Simply write 1–2 paragraphs describing how a new instructor would be trained in the future.<br>• Materials should go beyond a syllabus template. |

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| *Lump stipend paid upon receipt of NACEP documentation.* | • Overview of course content, departmental grading policies, grade composition, and learning outcomes<br>• Discussion of departmental teaching approach or best practices in the discipline<br>• Review of Core 39 assessment requirements<br>• Grade-norming activity |

| **F3** | Annual Professional Development | ⏰ Due:<br>**July 31, 2026*** |
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| 💰<br>**STIPEND ELIGIBLE**<br><br>*Hourly stipend already paid to facilitate annual PD.*<br><br>*Lump stipend paid upon receipt of NACEP documentation.* | **Provide for each discipline:**<br>• Written description of the annual PD activity, authored by you as the faculty liaison<br>• Description must address: how PD enhances course content or delivery knowledge; format, delivery method, and frequency; and how it is distinct from new instructor training<br><br>**Supporting materials may include:**<br>• Seminar description and materials<br>• Event minutes or conference report (if pre-approved university-level conference)<br>• Individualized meeting summary<br><br>**Example PD activities:**<br>• Recent journal article with documented discussion<br>• Lab activity developed together to meet a course objective<br>• Grade-norming activities<br>• Activities identified during observation visits that address areas where instructors struggle | 📌 **Notes**<br><br>• *If meeting with CAP instructors after the July 29 conference, the deadline will be adjusted accordingly.<br>• Explain from your perspective as facilitator: how did these materials deepen instructors' content or pedagogical knowledge? |

| A1 / C2 | Statement of Equivalency | ⏲ Due:<br>**Draft: Oct 16, 2026**<br>**Final: Feb 1, 2027** |
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| 💰<br>**STIPEND ELIGIBLE**<br><br>*Lump stipend paid upon receipt of NACEP documentation.* | • Write a Statement of Equivalency for your discipline following NACEP Guidelines<br>• A generic or standard response is not acceptable — this must be specific to your course and department<br>• The CAP Office will provide a template on letterhead with required areas to address<br><br>**This single document satisfies both A1 and C2.**<br>• Address: departmental approach to the course, oversight of instructors, mandatory vs. discretionary components, grading scale guidance, and final exam requirements<br>• See Appendix B Statement of Equivalency Guidelines for guiding questions and formatting requirements | 📌 **Notes**<br><br>• Feedback from CAP staff by Dec 15, 2026.<br>• This is your opportunity to explain differences between on-campus and CAP syllabi — provide the CAP office with the best possible example. |

| A1 | Paired Student Assessments | ⏲ Due:<br>**Fall: Dec 15, 2026**<br>**Spring: Mar 19, 2027** |
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| 💰<br>**STIPEND ELIGIBLE**<br><br>*Stipend already paid as part of observation visit compensation.* | • Provide paired student assessment tools from on-campus and CAP sections of each discipline<br>• Purpose: side-by-side comparison to demonstrate equivalency<br>• Topics must be similar between the two sections<br><br>**Acceptable formats:**<br>• Final exam, lab exercise, essay assignment, grading rubric, Core 39 key assignment | 📌 **Notes**<br><br>• Assessments do not need to be graded.<br>• Collect strongest examples during fall 2026 observation visits and indicate which is best for your discipline. |

| C2 | Paired Syllabi | ⏰ Due:<br>**Fall: Dec 15, 2026**<br>**Spring: Mar 19, 2027** |
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| 💰<br>**STIPEND ELIGIBLE**<br><br>*Already paid as part of observation visit compensation.* | • Provide paired syllabi from each discipline — one on-campus section and one CAP section<br>• Syllabi must be from 26–27 and clearly labeled as such<br>• Learning objectives must be incorporated into both syllabi<br>• Use of the CAP or departmental syllabus template will help ensure the two syllabi are comparable<br>• CAP can highlight learning objectives if needed | 📌 **Notes**<br><br>• One CAP syllabus from your observation visits will be submitted to for comparison against the on-campus version. |

| C3 | Site Visit Report | ⏰ Due:<br>**Fall: Dec 15, 2026**<br>**Spring: Mar 19, 2027** |
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| 💰<br>**STIPEND ELIGIBLE**<br><br>*Stipend paid per visit on a sliding scale based on distance from USI, upon receipt of visit form.* | • Provide one completed site visit report per discipline<br>• Must be performed by a faculty member with content knowledge of the discipline<br><br>**The report must include:**<br>• A description of what happens during a typical site visit<br>• An explanation of how visits are used to provide feedback to CAP instructors | 📌 **Notes**<br><br>• Visit should be made in 2026–27.<br>• Ensure forms are fully completed and submitted with paired syllabi and assessments.<br>• Indicate which example is strongest for your discipline. |

*Submit all materials to cap@usi.edu*
*Questions? 812-465-1274 (Jaclyn) or 812-464-1972 (Dana)*