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# 2009 Conditions for Accreditation

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The National Architectural  
Accrediting Board, Inc.

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Approved July 10, 2009  
Effective April 1, 2010 for all accreditation actions or visits  
scheduled to take place after January 1, 2011. This includes all  
visits for continuing accreditation, initial or continued candidacy,  
initial accreditation, focused evaluations, nomenclature change  
requests, and requests for extension of term.

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## INTRODUCTION

### Mission

The mission of the National Architectural Accrediting Board, Inc. (NAAB) is leadership in, and the establishment of, educational quality assurance standards to enhance the value, relevance, and effectiveness of the architectural profession.

The NAAB is the only agency in the United States that accredits professional degree programs in architecture. Because most U.S. registration boards require a candidate for licensure to have earned a NAAB-accredited degree, obtaining such a degree is an essential first step to practice architecture.

### Accreditation

Accreditation is a voluntary, quality assurance process by which services and operations are evaluated by a third party against a set of standards established by the third-party with input and collaboration from peers within the field. In the U.S., accreditation of postsecondary institutions originated almost a century ago. It is sought by colleges and universities and is conferred by non-governmental bodies. Today, voluntary accreditation is distinguished by five components, which also guide the NAAB's policies and procedures:

- It is provided through private agencies;
- It requires a significant degree of self-evaluation by the institution or program, the results of which are summarized in a report to the agency;
- A team conducts a visit;
- Recommendations or judgments about accreditation are made by expert and trained peers; and
- Institutions have the opportunity to respond to most steps in the process<sup>1</sup>.

The U.S. model for accreditation is based on the values of independent decision-making by institutions, the ability of institutions to develop and deliver postsecondary education within the context of their mission and history, the core tenets of academic freedom, and the respect for diversity of thought, pedagogy, and methodology. These principles and practices have remained relatively stable over the past 60 years.

In the mid-1960s, the U.S. Congress first passed the Higher Education Act (HEA). This was a comprehensive bill that authorized federal activities in support of postsecondary education and it included important provisions for student financial aid and accreditation. The HEA has subsequently been reauthorized a number of times. The latest reauthorization was in 2008, when the U.S. Congress passed, and President George W. Bush signed, the Higher Education Opportunity Act. During the 2008 reauthorization, accrediting organizations were harshly criticized for not holding institutions accountable for student achievement. This critique was leveled, largely, at the regional accrediting agencies, and attempts were made to include provisions in the bill that could have regulated accreditation activities. These efforts were not successful. Non-governmental agencies retained their autonomy for accreditation in the U.S. Nevertheless, Members of

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<sup>1</sup> *The Handbook of Accreditation, Third Edition*. North Central Association of Colleges and Schools, Higher Learning Commission.

Congress and the public continue to have high expectations for accreditation to serve as a key mechanism for ensuring institutional accountability for quality and student success.

## NAAB ACCREDITATION DOCUMENTS

The *2009 NAAB Conditions for Accreditation* and the *NAAB Procedures for Accreditation* outline, respectively, the requirements that an accredited degree program must meet and procedures that they and the visiting teams must follow in order to demonstrate (a) the achievement of minimum standards and (b) a uniform accrediting process. These documents also contain *suggestions* that programs and teams are encouraged to follow.

This document is a companion to the current edition of the *NAAB Procedures for Accreditation*. Each should be read in the context of the other.

Throughout the text, the use of “must,” “shall,” or the imperative form sets forth a minimum requirement.

Specific areas and levels of excellence will vary among accredited degree programs as will approaches to meeting the conditions and reporting requirements. Nevertheless, schools must present complete and accurate information to demonstrate compliance with each of the elements in both Parts I and II. The positive aspects of a degree program in one area cannot override deficiencies in another. The *Conditions for Accreditation* define the minimum standards that professional degree programs in architecture are expected to meet in order to ensure that students are prepared to move to the next steps in their careers including internship and licensure.

## NAAB ACCREDITATION

The *2009 Conditions for Accreditation* apply to all programs seeking continued accreditation, candidacy, continuation of candidacy, or initial accreditation beginning April 1, 2010. Program administrators and others are advised to review the *NAAB Procedures for Accreditation* currently in effect for information on terms and types of accreditation as well as the sequence and other procedures that will apply to the type of action requested of the NAAB.

## Architecture Program Reports

The *Architecture Program Report (APR)* serves both as a self-study for the program and as the principal source document for conducting the visit.

1. **Content.** The *APR* is, largely, a narrative document that is comprehensive and self-analytical. It is expected to succinctly describe how a program meets each of the conditions for accreditation. However, to the extent that photographs, tables, or other types of information support the program’s narrative, they should also be included, but not to the detriment of the narrative.
2. **Format.** Schools must use the prescribed format for the *APR*. Each part is intended to allow a school to describe how the program’s *unique qualities* and its students’ achievements satisfy the conditions that all accredited programs must meet. Hard copy *APRs* are limited to 150 (or 75 double-sided pages) pages for Parts 1-3 excluding the *Annual Reports*. Programs are further required to use the standard templates and matrices found in the appendices to this document for course descriptions and faculty credentials. Where appropriate, programs are encouraged to provide URLs for catalogs and other promotional materials.

Electronic versions of the *APR* are to be delivered either in Microsoft Word or Adobe PDF formats and, in addition to the page limit, are also limited to 7 MBs.

Every *APR* should have a cover page that identifies the institution, academic unit, program administrator (with phone number and email address), chief academic officer, president of the institution, and degree program(s) offered.

- a. Part One – Institutional Support and Commitment to Continuous Improvement
  - i. 1.1 Identity & Self-Assessment
  - ii. 1.2 Resources
  - iii. 1.3 Institutional Characteristics
    1. Statistical Reports
    2. *Annual Reports*<sup>2</sup>
    3. Faculty Credentials
- b. Part Two – Educational Outcomes and Curriculum
  - i. 2.1 Student Performance Criteria
  - ii. 2.2 Curricular Framework
  - iii. 2.3 Evaluation of Preparatory/Pre-professional Education
  - iv. 2.4 Public Information
- c. Part Three – Progress Since the Last Site Visit
  - i. 3.1 Summary of Responses to the Team Findings
    1. Responses to Conditions Not Met
    2. Responses to Causes of Concern
  - ii. 3.2 Summary of Responses to Changes in the NAAB Conditions<sup>3</sup>
- d. Part Four – Supplemental Information
  - i. 4.4 Course Descriptions (see Appendix 1 for format)
  - ii. 4.5 Faculty Resumes (see Appendix 2 for format)
  - iii. 4.6 Visiting Team Report (VTR) from the previous visit
  - iv. 4.7 Catalog (or URL for retrieving online catalogs and related materials)

The specific contents of the *APR* with respect to each element of Part One and Part Two are outlined in this document.

More information regarding the format for the *APR* and additional content for Parts Three and Four can be found in the section of the *NAAB Procedures for Accreditation* (editions published in 2010 and later) that applies to the type of accreditation action sought by the institution (i.e., continuing accreditation, candidacy, or initial accreditation).

The NAAB may choose to modify file size, page limits, and the format of *APRs* in succeeding editions of the *Procedures for Accreditation*. Please consult the current edition of the *Procedures* for the most current information before preparing or submitting an *APR*.

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<sup>2</sup> Information from 2008 forward will be provided by the NAAB from its Annual Report Submission System.

<sup>3</sup> This section is intended to give programs the opportunity to document how they have modified the program or resources in response to changes in the 2009 *Conditions* as compared to the *Conditions* in effect at the time of the last visit.



## **PART ONE (I): INSTITUTIONAL SUPPORT AND COMMITMENT TO CONTINUOUS IMPROVEMENT**

This part addresses the commitment of the institution, its faculty, staff, and students to the development and evolution of the program over time.

This commitment shall be multi-faceted and must include a description of the program's identity, resources, and characteristics, but also clearly and succinctly to place the professional degree program within the context of the mission, history, and culture of the institution and the academic or administrative unit in which it is located.

Programs shall demonstrate that they are integral to the larger academic community through the program's mission and history of the program and, its responses to the NAAB Perspectives, long-range or multi-year planning and self-assessment processes. This is expected to address both the contributions of the institution to the program and of the faculty, staff and students to the institution.

Next, programs shall demonstrate that the human, financial, physical, and information resources available to support the program are appropriate to the program given its mission, history, and its specific context.

Finally, programs must provide information demonstrating performance in certain areas through quantifiable measures.

Within the structure of Part One, institutions must demonstrate a long-term commitment to the maturation, development and evolution of the program. The requirements within Part One are grouped into three sections:

- **IDENTITY & SELF-ASSESSMENT:** The program must be defined and sustained through a robust network of policies, documents, and activities related to history, mission, culture, self-assessment, and future planning.
- **RESOURCES:** The program must have access to the human, physical, financial, and information resources necessary to support student learning in a professional degree program in architecture.
- **PROGRAM AND INSTITUTIONAL CHARACTERISTICS:** The program must provide information not only about itself, but also in comparison to the administrative unit within which the program is located (e.g., school or college) and to the institution as a whole.

The information requested in the three sections described above is to be addressed in the *APR*. In addition, the program shall provide a number of documents in the team room for review by the visiting team. In the past, these documents were required in Section Four of the *APR* (Supplemental Information) and included items like the institution's policy on academic integrity.

Programs shall demonstrate their compliance with all sections through evidence and artifacts that will be reviewed and evaluated by the visiting team, as well as through interviews and observations conducted during the visit.

## **PART ONE (I): SECTION 1 – IDENTITY & SELF-ASSESSMENT**

**I.1.1 History and Mission:** The program must describe its history, mission and culture and how that history, mission, and culture is expressed in a contemporary context. Programs that exist within a larger educational institution must also describe the history and mission of the institution and how that history, mission, and culture is expressed in a contemporary context.

The accredited degree program must describe and then provide evidence of the relationship between the program, the administrative unit that supports it (e.g., school or college) and the institution. This includes an explanation of the program's benefits to the institutional setting, how the institution benefits from the program, any unique synergies, events, or activities occurring as a result, etc.

Finally, the program must describe and then demonstrate how the course of study and learning experiences encourage the holistic, practical and liberal arts-based education of architects.

*The APR must include the following:*

- *A brief history of the institution, its mission, founding principles, and a description of how that is expressed in the context of 21<sup>st</sup> century higher education*
- *A brief history of the program, its mission, founding principles, and a description of how that is expressed in the context of the 21<sup>st</sup> century architecture education.*
- *A description of the activities and initiatives that demonstrate the program's benefit to the institution through discovery, teaching, engagement, and service. Conversely, the APR should also include a description of the benefits derived to the program from the institutional setting.*
- *A description of the program and how its course of study encourages the holistic development of young professionals through both liberal arts and practicum-based learning.*

### **I.1.2 Learning Culture and Social Equity:**

- **Learning Culture:** The program must demonstrate that it provides a positive and respectful learning environment that encourages the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff in all learning environments both traditional and non-traditional.

Further, the program must demonstrate that it encourages students and faculty to appreciate these values as guiding principles of professional conduct throughout their careers, and it addresses health-related issues, such as time management.

Finally, the program must document, through narrative and artifacts, its efforts to ensure that all members of the learning community: faculty, staff, and students are aware of these objectives and are advised as to the expectations for ensuring they are met in all elements of the learning culture.

- **Social Equity:** The accredited degree program must provide faculty, students, and staff—irrespective of race, ethnicity, creed, national origin, gender, age, physical

ability, or sexual orientation—with a culturally rich educational environment in which each person is equitably able to learn, teach, and work. This includes provisions for students with mobility or learning disabilities. The program must have a clear policy on diversity that is communicated to current and prospective faculty, students, and staff and that is reflected in the distribution of the program's human, physical, and financial resources. Finally, the program must demonstrate that it has a plan in place to maintain or increase the diversity of its faculty, staff, and students when compared with diversity of the institution during the term of the next two accreditation cycles.

*The APR must include the following:*

- *A copy of all policies related to learning culture (including the Studio Culture Policy)<sup>4</sup>.*
- *Evidence that faculty, students, and staff have access to these policies and understand the purposes for which they were established*
- *Evidence of plans for implementation of learning culture policies with measurable assessment of their effectiveness.*
- *Evidence that faculty, staff, and students have been able to participate in the development of these policies and their ongoing evolution.*
- *Evidence that the institution has established policies and procedures for grievances related to harassment and discrimination.*
- *Evidence that the institution has established policies for academic integrity (e.g., cheating, plagiarism).*
- *Evidence that the program has a plan to maintain or increase the diversity of faculty, staff, and students when compared with the diversity of the institution. If appropriate the program should also provide evidence that this plan has been developed with input from faculty and students or that it is otherwise addressed in its long-range planning efforts (see below).*

**I.1.3 Response to the Five Perspectives:** Programs must demonstrate through narrative and artifacts, how they respond to the following perspectives on architecture education. Each program is expected to address these perspectives consistently within the context of its history, mission, and culture and to further identify as part of its long-range planning activities how these perspectives will continue to be addressed in the future.

- A. Architectural Education and the Academic Community.** That the faculty, staff, and students in the accredited degree program make unique contributions to the institution in the areas of scholarship, community engagement, service, and teaching.<sup>5</sup> In addition, the program must describe its commitment to the holistic, practical and liberal arts-based education of architects and to providing opportunities for all members of the learning community to engage in the development of new knowledge.
- B. Architectural Education and Students.** That students enrolled in the accredited degree program are prepared: to live and work in a global world where diversity, distinctiveness, self-worth, and dignity are nurtured and respected; to emerge as

<sup>4</sup> For additional information on the development and assessment of studio culture, see *Toward an Evolution of Studio Culture*, published by the American Institute of Architecture Students, 2008.

<sup>5</sup> See Boyer, Ernest L. *Scholarship Reconsidered: Priorities of the Professoriate*. Carnegie Foundation for the Advancement of Teaching. 1990.

leaders in the academic setting and the profession; to understand the breadth of professional opportunities; to make thoughtful, deliberate, informed choices; and to develop the habit of lifelong learning.

- C. Architectural Education and the Regulatory Environment.** That students enrolled in the accredited degree program are provided with: a sound preparation for the transition to internship and licensure within the context of international, national, and state regulatory environments; an understanding of the role of the registration board for the jurisdiction in which it is located; and prior to the earliest point of eligibility, the information needed to enroll in the Intern Development Program (IDP).
- D. Architectural Education and the Profession.** That students enrolled in the accredited degree program are prepared: to practice in a global economy; to recognize the positive impact of design on the environment; to understand the diverse and collaborative roles assumed by architects in practice; to understand the diverse and collaborative roles and responsibilities of related disciplines; to respect client expectations; to advocate for design-based solutions that respond to the multiple needs of a diversity of clients and diverse populations, as well as the needs of communities; and to contribute to the growth and development of the profession.
- E. Architectural Education and the Public Good.** That students enrolled in the accredited degree program are prepared: to be active, engaged citizens; to be responsive to the needs of a changing world; to acquire the knowledge needed to address pressing environmental, social, and economic challenges through design, conservation and responsible professional practice; to understand the ethical implications of their decisions; to reconcile differences between the architect's obligation to his/her client and the public; and to nurture a climate of civic engagement, including a commitment to professional and public service and leadership.

*The APR must include the following:*

- *A narrative description of the program's response to each of the five perspectives.*
- *A narrative description of the opportunities for student learning and development within the accredited degree program that are responsive to the five perspectives.*
- *A cross-reference to the five perspectives and the role they play in long-term planning (see Part I, Section 1.4) and self-assessment (see Section 1.5).*

**I.1.4 Long-Range Planning:** An accredited degree program must demonstrate that it has identified multi-year objectives for continuous improvement within the context of its mission and culture, the mission and culture of the institution, and the five perspectives. In addition, the program must demonstrate that data is collected routinely and from multiple sources to inform its future planning and strategic decision making.

*The APR must include the following:*

- *A description of the process by which the program identifies its objectives for continuous improvement.*
- *A description of the data and information sources used to inform the development of these objectives.*

- *A description of the role of long-range planning in other programmatic and institutional planning initiatives.*
- *A description of the role the five perspectives play in long-range planning.*

**I.1.5 Self-Assessment Procedures:** The program must demonstrate that it regularly assesses the following:

- How the program is progressing towards its mission.
- Progress against its defined multi-year objectives (see above) since the objectives were identified and since the last visit.
- Strengths, challenges and opportunities faced by the program while developing learning opportunities in support of its mission and culture, the mission and culture of the institution, and the five perspectives.
- Self-assessment procedures shall include, but are not limited to:
  - Solicitation of faculty, students', and graduates' views on the teaching, learning and achievement opportunities provided by the curriculum.
  - Individual course evaluations.
  - Review and assessment of the focus and pedagogy of the program.
  - Institutional self-assessment, as determined by the institution.

The program must also demonstrate that results of self-assessments are regularly used to advise and encourage changes and adjustments to promote student success as well as the continued maturation and development of the program.

*The APR must include the following:*

- *A description of the school's self-assessment process, specifically with regard to ongoing evaluation of the program's mission statement, its multi-year objectives and how it relates to the five perspectives.*
- *A description of the results of faculty, students', and graduates' assessments of the accredited degree program's curriculum and learning context as outlined in the five perspectives.*
- *A description, if applicable, of institutional requirements for self-assessment.*
- *A description of the manner in which results from self-assessment activities are used to inform long-range planning, curriculum development, learning culture, and responses to external pressures or challenges to institutions (e.g., reduced funding for state support institutions or enrollment mandates).*
- *Any other pertinent information.*

## **PART ONE (I): SECTION 2 – RESOURCES**

### **I.2.1 Human Resources & Human Resource Development:**

- **Faculty & Staff:**
  - An accredited degree program must have appropriate human resources to support student learning and achievement. This includes full and part-time instructional faculty, administrative leadership, and technical, administrative, and other support staff. Programs are required to document personnel policies which may include but are not limited to faculty and staff position descriptions<sup>6</sup>.
  - Accredited programs must document the policies they have in place to further Equal Employment Opportunity/Affirmative Action (EEO/AA) and other diversity initiatives.
  - An accredited degree program must demonstrate that it balances the workloads of all faculty and staff to support a tutorial exchange between the student and teacher that promotes student achievement.
  - An accredited degree program must demonstrate that an IDP Education Coordinator has been appointed, is trained in the issues of IDP, has regular communication with students, is fulfilling the requirements as outlined in the IDP Education Coordinator position description and, regularly attends IDP Coordinator training and development programs.
  - An accredited degree program must demonstrate it is able to provide opportunities for all faculty and staff to pursue professional development that contributes to program improvement.
  - Accredited programs must document the criteria used for determining rank, reappointment, tenure and promotion as well as eligibility requirements for professional development resources.
- **Students:**
  - An accredited program must document its student admissions policies and procedures. This documentation may include, but is not limited to application forms and instructions, admissions requirements, admissions decisions procedures, financial aid and scholarships procedures, and student diversity initiatives. These procedures should include first-time first-year students as well as transfers within and outside of the university.
  - An accredited degree program must demonstrate its commitment to student achievement both inside and outside the classroom through individual and collective learning opportunities.

*The APR must include the following:*

*Faculty/Staff*

- *A matrix for each of the two academic years prior to the preparation of the APR, that identifies each faculty member, the courses he/she was assigned during that time and the specific credentials, experience, and research that supports these assignments. In the case of adjuncts or visiting professors, only those individuals who taught in the two academic years prior to the visit should be identified. (NOTE 1: See Appendix 2 for a*

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<sup>6</sup> A list of the policies and other documents to be made available in the team room during an accreditation visit is in Appendix 3.

*template for this matrix) (NOTE 2: The faculty matrix should be updated for the current academic year and placed in the team room<sup>7</sup>).*

- *A resume (see Appendix 2 for the format) for each faculty member, full-time and adjunct who taught in the program during the previous two academic years prior to the preparation of the APR.*
- *A description of the institution's policies and procedures relative to EEO/AA for faculty, staff, and students.*
- *A description of other initiatives for diversity and how the program is engaged or benefits from these initiatives (see also Part I, Section 1.2.*
- *The school's policy regarding human resource development opportunities, such as:*
  - *A description of the manner in which faculty members remain current in their knowledge of the changing demands of practice and licensure.*
  - *A description of the resources (including financial) available to faculty and the extent to which faculty teaching in the program are able to take advantage of these resources.*
  - *Evidence of the school's facilitation of faculty research, scholarship, and creative activities since the previous site visit; including the granting of sabbatical leaves and unpaid leaves of absence, opportunities for the acquisition of new skills and knowledge, and support of attendance at professional meetings.*
- *A description of the policies, procedures, and criteria for faculty appointment, promotion, and when applicable, tenure.*
- *A list of visiting lecturers and critics brought to the school since the previous site visit.*
- *A list of public exhibitions brought to the school since the previous site visit.*

#### *Students*

- *A description of the process by which applicants to the accredited degree program are evaluated for admission (see also the requirements in Part II, Section 3).*
- *A description of student support services, including academic and personal advising, career guidance, and internship placement where applicable.*
- *Evidence of the school's facilitation of student opportunities to participate in field trips and other off-campus activities.*
- *Evidence of opportunities for students to participate in professional societies and organizations, honor societies, and other campus-wide activities.*
- *Evidence of the school's facilitation of student research, scholarship, and creative activities since the previous site visit, including research grants awarded to students in the accredited degree program, opportunities for students to work on faculty-led research, and opportunities for the acquisition of new skills and knowledge in settings outside the classroom or studio.*
- *Evidence of support to attend meetings of student organizations and honorary societies.*

#### **I.2.2 Administrative Structure & Governance:**

- **Administrative Structure:** An accredited degree program must demonstrate it has a measure of administrative autonomy that is sufficient to affirm the program's ability to conform to the conditions for accreditation. Accredited programs are required to

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<sup>7</sup> This matrix is referenced elsewhere in this document; other references to matrices for faculty credentials are to this document.



maintain an organizational chart describing the administrative structure of the program and position descriptions describing the responsibilities of the administrative staff.

- **Governance:** The program must demonstrate that all faculty, staff, and students have equitable opportunities to participate in program and institutional governance.

*The APR must include the following:*

- A description of the administrative structure for the program, the academic unit within which it is located, and the institution.
- A description of the program's administrative structure.
- A description of the opportunities for involvement in governance, including curriculum development, by faculty, staff, and students in the accredited degree program.
- A list of other degree programs, if any, offered in the same administrative unit as the accredited architecture degree program.

**I.2.3 Physical Resources:** The program must demonstrate that it provides physical resources that promote student learning and achievement in a professional degree program in architecture. This includes, but is not limited to the following:

- Space to support and encourage studio-based learning.
- Space to support and encourage didactic and interactive learning.
- Space to support and encourage the full range of faculty roles and responsibilities including preparation for teaching, research, mentoring, and student advising.

*The APR must include the following:*

- A general description, together with labeled 8-1/2" x 11" plans of the physical plant, including seminar rooms, lecture halls, studios, offices, project review and exhibition areas, libraries, computer facilities, workshops, and research areas.
- A description of any changes to the physical facilities either under construction or proposed.
- A description of the hardware, software, networks, and other computer resources available institution-wide to students and faculty including those resources dedicated to the professional architecture program.
- Identification of any significant problem that impacts the operation or services, with a brief explanation of plans by the program or institutional to address it.

**I.2.4 Financial Resources:** An accredited degree program must demonstrate that it has access to appropriate institutional and financial resources to support student learning and achievement.

*The APR must include the following:*

*Program budgets:*

- Current fiscal year report(s) showing revenue and expenses from all sources.
- Forecasts for revenue from all sources and expenses for at least two years beyond the current fiscal year.
- Comparative reports that show revenue from all sources and expenditures for each year since the last accreditation visit from all sources including endowments, scholarships, one-time capital expenditures, and development activities.



- *Data on annual expenditures and total capital investment per student, both undergraduate and graduate, compared to the expenditures and investments by other professional degree programs in the institution.*

*Institutional Financial Issues:*

- *A brief narrative describing:*
  - *Pending reductions or increases in enrollment and plans for addressing these changes.*
  - *Pending reductions or increases in funding and plans for addressing these changes.*
  - *Changes in funding models for faculty, instruction, overhead, or facilities since the last visit and plans for addressing these changes (include tables if appropriate).*
  - *Any other financial issues the program and/or the institution may be facing.*

**I.2.5 Information Resources:** The accredited program must demonstrate that all students, faculty, and staff have convenient access to literature, information, visual, and digital resources that support professional education in the field of architecture.

Further, the accredited program must demonstrate that all students, faculty, and staff have access to architecture librarians and visual resources professionals who provide information services that teach and develop research, evaluative, and critical thinking skills necessary for professional practice and lifelong learning.

*The APR must include the following [NOTE: This section may best be prepared by the architecture librarian and professional in charge of visual resources]:*

- *A description of the institutional context and administrative structure of the library and visual resources.*
- *An assessment of the library and visual resource collections, services, staff, facilities, and equipment that does the following:*
  - *Describes the content, extent and formats represented in the current collection including number of titles and subject areas represented.*
  - *Evaluates the degree to which information resources and services support the mission, planning, curriculum, and research specialties of the program.*
  - *Assesses the quality, currency, suitability, range, and quantity of resources in all formats, (traditional/print and electronic).*
  - *Demonstrates sufficient funding to enable continuous collection growth.*
  - *Identifies any significant problem that affects the operation or services of the libraries, visual resources collections, and other information resource facilities.*

## **PART ONE (I): SECTION 3 – INSTITUTIONAL AND PROGRAM CHARACTERISTICS**

### **I.3.1 Statistical Reports<sup>8</sup>**

In this section of the APR, programs are asked to provide statistical data in support of activities and policies that support social equity in the professional degree program as well as other data points that demonstrate student success and faculty development.

- Program student characteristics.
  - Demographics (race/ethnicity & gender) of all students enrolled in the accredited degree program(s).
    - Demographics compared to those recorded at the time of the previous visit.
    - Demographics compared to those of the student population for the institution overall.
  - Qualifications of students admitted in the fiscal year prior to the visit.
    - Qualifications of students admitted in the fiscal year prior to the upcoming visit compared to those admitted in the fiscal year prior to the last visit.
  - Time to graduation.
    - Percentage of matriculating students who complete the accredited degree program within the “normal time to completion” for each academic year since the previous visit.
    - Percentage that complete the accredited degree program within 150% of the normal time to completion for each academic year since the previous visit.
- Program faculty characteristics
  - Demographics (race/ethnicity & gender) for all full-time instructional faculty.
    - Demographics compared to those recorded at the time of the previous visit.
    - Demographics compared to those of the full-time instructional faculty at the institution overall.
  - Number of faculty promoted each year since the last visit.
    - Compare to number of faculty promoted each year across the institution during the same period.
  - Number of faculty receiving tenure each year since last visit.
    - Compare to number of faculty receiving tenure at the institution during the same period.
  - Number of faculty maintaining licenses from U.S. jurisdictions each year since the last visit, and where they are licensed.

*The information requested above should be presented quantitatively in the APR.*

**I.3.2. Annual Reports:** The program is required to submit annual reports in the format required by Section 10 of the *2009 NAAB Procedures*. Beginning in 2008, these reports are submitted electronically to the NAAB. Beginning in the fall of 2010, the NAAB will

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<sup>8</sup> In all cases, these statistics should be reported in the same format as they are reported in the Annual Report Submission system.

provide to the visiting team all annual reports submitted since 2008. The NAAB will also provide the *NAAB Responses* to the annual reports.

The program must certify that all statistical data it submits to NAAB has been verified by the institution and is consistent with institutional reports to national and regional agencies, including the Integrated Postsecondary Education Data System of the National Center for Education Statistics.

The program is required to provide all annual reports, including statistics and narratives that were submitted prior to 2008. The program is also required to provide all *NAAB Responses* to annual reports transmitted prior to 2008. In the event a program underwent a Focused Evaluation, the *Focused Evaluation Program Report* and *Focused Evaluation Team Report*, including appendices and addenda should also be included.

*The APR must include, in addition to the materials described above:*

*A statement, signed or sealed by the official within the institution responsible for preparing and submitting statistical data that all data submitted to the NAAB through the Annual Report Submission system since the last site visit is accurate and consistent with reports sent to other national and regional agencies including the National Center for Education Statistics.*

**I.3.3 Faculty Credentials:** The program must demonstrate that the instructional faculty are adequately prepared to provide an architecture education within the mission, history and context of the institution.

In addition, the program must provide evidence through a faculty exhibit<sup>9</sup> that the faculty, taken as a whole, reflects the range of knowledge and experience necessary to promote student achievement as described in Part Two. This exhibit should include highlights of faculty professional development and achievement since the last accreditation visit.

*The APR must include the following information for each instructional faculty member who teaches in the professional degree program. [NOTE: This information may be cross-referenced to resumes prepared in response to I.2.1 using the template for faculty resumes in Appendix 2]*

- *His/her academic credentials, noting how educational experience and recent scholarship supports their qualifications for ensuring student achievement of student performance criteria.*
- *His/her professional architectural experience, if any, noting how his/her professional experience supports their qualifications for ensuring student achievement of student performance criteria.*

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<sup>9</sup> The faculty exhibit should be set up near or in the team room. To the extent the exhibit is incorporated into the team room, it should not be presented in a manner that interferes with the team's ability to view and evaluate student work.

**PART ONE (I): SECTION 4 – POLICY REVIEW**

The information required in the three sections described above is to be addressed in the APR. In addition, the program shall provide a number of documents for review by the visiting team. Rather than being appended to the APR, they are to be provided in the team room during the visit. The list is available in Appendix 3.

## **PART TWO (II): EDUCATIONAL OUTCOMES AND CURRICULUM**

The program must document its current performance relative to student learning and the curricular framework for learning and student achievement.

- Programs must demonstrate that graduates are learning at the level of achievement defined for each of the Student Performance Criteria (SPC) that will be listed in this Part. Compliance will be evaluated through the review of student work.
- Programs must also demonstrate their compliance with requirements that address the curricular framework for NAAB accredited degrees.
- Programs must document their processes for evaluating students admitted to the professional degree program.

This Part has four sections that address the following:

- Student Performance. This section includes the Student Performance Criteria (SPC).
- Curricular Framework. This section will address the program and institution relative to regional accreditation, degree nomenclature, credit hour requirements, general education and access to elective study as well as accurate public information concerning the accredited and non-accredited architecture programs. In this section, programs are asked to describe the process by which curriculum is evaluated and how changes or modifications are proposed and implemented.
- Evaluation of Preparatory/Pre-professional Education. The NAAB recognizes that students entering an accredited program from a pre-professional program and those entering an accredited program from a non-pre-professional degree program have different needs, aptitudes and knowledge bases. In this section, programs will be required to demonstrate the process by which incoming students are evaluated and to document that the SPC expected to have been met in educational experiences in non-accredited programs have indeed been met.
- Public Information. The NAAB expects accredited degree programs to provide information to the public regarding accreditation activities and the relationship between the program and the NAAB, as well as career information for students and parents.

**PART TWO (II): SECTION 1 – STUDENT PERFORMANCE -- EDUCATIONAL REALMS & STUDENT PERFORMANCE CRITERIA**

The accredited degree program must demonstrate that each graduate possesses the knowledge and skills defined by the criteria set out below. The knowledge and skills are the minimum for meeting the demands of an internship leading to registration for practice.

The school must provide evidence that its graduates have satisfied each criterion through required coursework. If credits are granted for courses taken at other institutions or online, evidence must be provided that the courses are comparable to those offered in the accredited degree program.

The criteria encompass two levels of accomplishment<sup>10</sup>:

- **Understanding**—The capacity to classify, compare, summarize, explain and/or interpret information.
- **Ability**—Proficiency in using specific information to accomplish a task, correctly selecting the appropriate information, and accurately applying it to the solution of a specific problem, while also distinguishing the effects of its implementation.

The NAAB establishes performance criteria to help accredited degree programs prepare students for the profession while encouraging educational practices suited to the individual degree program. In addition to assessing whether student performance meets the professional criteria, the visiting team will assess performance in relation to the school's stated curricular goals and content. While the NAAB stipulates the student performance criteria that must be met, it specifies neither the educational format nor the form of student work that may serve as evidence of having met these criteria. Programs are encouraged to develop unique learning and teaching strategies, methods, and materials to satisfy these criteria. The NAAB encourages innovative methods for satisfying the criteria, provided the school has a formal evaluation process for assessing student achievement of these criteria and documenting the results.

For the purpose of accreditation, graduating students must demonstrate understanding or ability as defined below in the Student Performance Criteria (SPC):

**II.1.1 Student Performance Criteria:** The SPC are organized into realms to more easily understand the relationships between individual criteria.

**Realm A: Critical Thinking and Representation:**

Architects must have the ability to build abstract relationships and understand the impact of ideas based on research and analysis of multiple theoretical, social, political, economic, cultural and environmental contexts. This ability includes facility with the wider range of media used to think about architecture including writing, investigative skills, speaking, drawing and model making. Students' learning aspirations include:

- Being broadly educated.
- Valuing lifelong inquisitiveness.

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<sup>10</sup> See also *Taxonomy for Learning, Teaching and Assessing: A Revision of Bloom's Taxonomy of Educational Objectives*. L.W. Anderson & D.R. Krathwold, Eds. (New York; Longman 2001).

- Communicating graphically in a range of media.
  - Recognizing the assessment of evidence.
  - Comprehending people, place, and context.
  - Recognizing the disparate needs of client, community, and society.
- A.1. Communication Skills: *Ability* to read, write, speak and listen effectively.
- A. 2. Design Thinking Skills: *Ability* to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.
- A. 3. Visual Communication Skills: *Ability* to use appropriate representational media, such as traditional graphic and digital technology skills, to convey essential formal elements at each stage of the programming and design process.
- A.4. Technical Documentation: *Ability* to make technically clear drawings, write outline specifications, and prepare models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.
- A.5. Investigative Skills: *Ability* to gather, assess, record, apply, and comparatively evaluate relevant information within architectural coursework and design processes.
- A. 6. Fundamental Design Skills: *Ability* to effectively use basic architectural and environmental principles in design.
- A. 7. Use of Precedents: *Ability* to examine and comprehend the fundamental principles present in relevant precedents and to make choices regarding the incorporation of such principles into architecture and urban design projects.
- A. 8. Ordering Systems Skills: *Understanding* of the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design.
- A. 9. Historical Traditions and Global Culture: *Understanding* of parallel and divergent canons and traditions of architecture, landscape and urban design including examples of indigenous, vernacular, local, regional, national settings from the Eastern, Western, Northern, and Southern hemispheres in terms of their climatic, ecological, technological, socioeconomic, public health, and cultural factors.
- A. 10. Cultural Diversity: *Understanding* of the diverse needs, values, behavioral norms, physical abilities, and social and spatial patterns that characterize different cultures and individuals and the implication of this diversity on the societal roles and responsibilities of architects.
- A.11. Applied Research: *Understanding* the role of applied research in determining function, form, and systems and their impact on human conditions and behavior.

**Realm B: Integrated Building Practices, Technical Skills and Knowledge:** Architects are called upon to comprehend the technical aspects of design, systems and materials, and be able to apply that comprehension to their services. Additionally they must appreciate their role in the implementation of design decisions, and the impact of such decisions on the environment. Students learning aspirations include:

- Creating building designs with well-integrated systems.
- Comprehending constructability.
- Incorporating life safety systems.
- Integrating accessibility.
- Applying principles of sustainable design.

- B. 1. Pre-Design: *Ability* to prepare a comprehensive program for an architectural project, such as preparing an assessment of client and user needs, an inventory of space and equipment requirements, an analysis of site conditions (including existing buildings), a review of the relevant laws and standards and assessment of their implications for the project, and a definition of site selection and design assessment criteria.
- B. 2. Accessibility: *Ability* to design sites, facilities, and systems to provide independent and integrated use by individuals with physical (including mobility), sensory, and cognitive disabilities.
- B. 3. Sustainability: *Ability* to design projects that optimize, conserve, or reuse natural and built resources, provide healthful environments for occupants/users, and reduce the environmental impacts of building construction and operations on future generations through means such as carbon-neutral design, bioclimatic design, and energy efficiency.
- B. 4. Site Design: *Ability* to respond to site characteristics such as soil, topography, vegetation, and watershed in the development of a project design.
- B. 5. Life Safety: *Ability* to apply the basic principles of life-safety systems with an emphasis on egress.
- B. 6. Comprehensive Design: *Ability* to produce a comprehensive architectural project that demonstrates each student's capacity to make design decisions across scales while integrating the following SPC:

A.2. Design Thinking  
Skills

A.4. Technical  
Documentation

A.5. Investigative Skills

A.8. Ordering Systems

A.9. Historical Traditions  
and Global Culture

B.2. Accessibility

B.3. Sustainability

B.4. Site Design

B.5. Life Safety

B.8. Environmental Systems

B.9. Structural Systems



- B. 7 Financial Considerations: *Understanding* of the fundamentals of building costs, such as acquisition costs, project financing and funding, financial feasibility, operational costs, and construction estimating with an emphasis on life-cycle cost accounting.
- B. 8 Environmental Systems: *Understanding* the principles of environmental systems' design such as embodied energy, active and passive heating and cooling, indoor air quality, solar orientation, daylighting and artificial illumination, and acoustics; including the use of appropriate performance assessment tools.
- B. 9. Structural Systems: *Understanding* of the basic principles of structural behavior in withstanding gravity and lateral forces and the evolution, range, and appropriate application of contemporary structural systems.
- B. 10. Building Envelope Systems: *Understanding* of the basic principles involved in the appropriate application of building envelope systems and associated assemblies relative to fundamental performance, aesthetics, moisture transfer, durability, and energy and material resources.
- B. 11. Building Service Systems: *Understanding* of the basic principles and appropriate application and performance of building service systems such as plumbing, electrical, vertical transportation, security, and fire protection systems.
- B. 12. Building Materials and Assemblies: *Understanding* of the basic principles utilized in the appropriate selection of construction materials, products, components, and assemblies, based on their inherent characteristics and performance, including their environmental impact and reuse.

**Realm C: Leadership and Practice:**

Architects need to manage, advocate, and act legally, ethically and critically for the good of the client, society and the public. This includes collaboration, business, and leadership skills. Student learning aspirations include:

- Knowing societal and professional responsibilities.
  - Comprehending the business of building.
  - Collaborating and negotiating with clients and consultants in the design process.
  - Discerning the diverse roles of architects and those in related disciplines.
  - Integrating community service into the practice of architecture.
- C. 1. Collaboration: *Ability* to work in collaboration with others and in multi-disciplinary teams to successfully complete design projects.
  - C. 2. Human Behavior: *Understanding* of the relationship between human behavior, the natural environment and the design of the built environment.
  - C. 3. Client Role in Architecture: *Understanding* of the responsibility of the architect to elicit, understand, and reconcile the needs of the client, owner, user groups, and the public and community domains.
  - C. 4. Project Management: *Understanding* of the methods for competing for commissions, selecting consultants and assembling teams, and recommending project delivery methods.
  - C. 5. Practice Management: *Understanding* of the basic principles of architectural practice management such as financial management and

- business planning, time management, risk management, mediation and arbitration, and recognizing trends that affect practice.
- C. 6. Leadership: *Understanding* of the techniques and skills architects use to work collaboratively in the building design and construction process and on environmental, social, and aesthetic issues in their communities.
- C. 7. Legal Responsibilities: *Understanding* of the architect's responsibility to the public and the client as determined by registration law, building codes and regulations, professional service contracts, zoning and subdivision ordinances, environmental regulation, and historic preservation and accessibility laws.
- C. 8. Ethics and Professional Judgment: *Understanding* of the ethical issues involved in the formation of professional judgment regarding social, political and cultural issues in architectural design and practice.
- C.9. Community and Social Responsibility: *Understanding* of the architect's responsibility to work in the public interest, to respect historic resources, and to improve the quality of life for local and global neighbors

*The APR must include:*

- *A brief, narrative or graphic overview of the curricular goals and content for each accredited degree program offered or each track for meeting the requirements of the professional degree program.*
- *A matrix for each accredited degree program offered or each track for meeting the requirements of the professional degree program, that identifies each required course with the SPC it fulfills.*
  - *Where appropriate, the top section of the matrix should indicate those SPCs expected to have been met in preparatory or pre-professional education prior to admission to the NAAB-accredited program (see also Part II, Section 3).*
  - *The bottom section of the matrix should include only criteria that are demonstrated in the accredited degree program or track.*

*In all cases, the program must highlight only the 1-2 cells on the matrix that point to the greatest evidence of student achievement. (For a sample matrix, see Appendix 4)*  
*[NOTE: Elective courses are not to be included on the matrix.]*

## **PART TWO (II): SECTION 2 – CURRICULAR FRAMEWORK**

**II.2.1 Regional Accreditation:** The institution offering the accredited degree program must be or be part of, an institution accredited by one of the following regional institutional accrediting agencies for higher education: the Southern Association of Colleges and Schools (SACS); the Middle States Association of Colleges and Schools (MSACS); the New England Association of Schools and Colleges (NEASC); the North Central Association of Colleges and Schools (NCACS); the Northwest Commission on Colleges and Universities (NWCCU); and the Western Association of Schools and Colleges (WASC).

*The APR must include a copy of the most recent letter from the regional accrediting commission/agency regarding the institution's term of accreditation.*

**II.2.2 Professional Degrees and Curriculum:** The NAAB accredits the following professional degree programs: the Bachelor of Architecture (B. Arch.), the Master of Architecture (M. Arch.), and the Doctor of Architecture (D. Arch.). The curricular requirements for awarding these degrees must include professional studies, general studies, and electives. Schools offering the degrees B. Arch., M. Arch., and/or D. Arch. are strongly encouraged to use these degree titles exclusively with NAAB-accredited professional degree programs.

The number of credit hours for each degree is specified below. Every existing accredited program must conform to the following minimum credit hour requirements by January 1, 2015.

- **Doctor of Architecture.** Accredited degree programs awarding the D. Arch. degree must require either an undergraduate baccalaureate degree; or a minimum of 120 undergraduate semester credit hours; or the undergraduate-level quarter-hour equivalent, and a minimum of 90 graduate-level semester credit hours; or the graduate-level quarter-hour equivalent, in academic coursework in professional studies and electives.
- **Master of Architecture.** Accredited degree programs awarding the M. Arch. degree must require a minimum of 168 semester credit hours; or the quarter-hour equivalent, of which at least 30 semester credit hours; or the quarter-hour equivalent, must be at the graduate level, in academic coursework in professional studies and electives.
- **Bachelor of Architecture.** Accredited degree programs awarding the B. Arch. degree must require a minimum of 150 semester credit hours or the quarter-hour equivalent, in academic coursework in general studies, professional studies and electives.

Curricular requirements are defined as follows:

- **General Studies.** A professional degree program must include general studies in the arts, humanities, and sciences, either as an admission requirement or as part of the curriculum. It must demonstrate that students have the prerequisite general studies to undertake professional studies. The curriculum leading to the architecture degree must include at least 45 credit hours, or the quarter-hour equivalent, outside of architectural studies either as general studies or as electives with other than architectural content.

For the M. Arch. and D. Arch., this calculation may include coursework taken at the undergraduate level.

- **Professional Studies.** The core of a professional degree program consists of the required courses that satisfy the NAAB Student Performance Criteria. The accredited degree program has the flexibility to require additional courses including electives to address its mission or institutional context.
- **Electives.** A professional degree program must allow students to pursue their special interests. The curriculum must be flexible enough to allow students to complete minors or develop areas of concentration, inside or outside the program.

**Table 1**  
**Minimum Credit Distribution**

<b>General (non-architecture) Studies 45 Semester-Credit-Hour Minimum*</b>	<b>Professional Studies</b>
<ul style="list-style-type: none"> <li>• Required courses with other than architectural content</li> </ul>	<ul style="list-style-type: none"> <li>• Courses with architectural content required of all students</li> </ul>
<ul style="list-style-type: none"> <li>• Elective courses with other than architectural content</li> </ul>	<ul style="list-style-type: none"> <li>• Elective courses with architectural content</li> </ul>

\*Or the quarter-hour equivalent

*The APR must include the following:*

- *Title(s) of the degree(s) offered including any pre-requisite degree(s) or other preparatory education and the total number of credits earned for the NAAB-accredited degree or track for completing the NAAB-accredited degree.*
- *An outline, for each accredited degree program offered or track for completing the NAAB-accredited degree, of the curriculum showing the distribution of general studies, required professional courses (including prerequisites), required courses, professional electives, and other electives.*
- *Examples, for each accredited degree offered or track for completing the NAAB-accredited degree, of the minors or concentrations students may elect to pursue.*
- *A list of the minimum number of semester credit hours or the equivalent number of quarter credit hours required for each semester or quarter, respectively.*
- *A list identifying the courses and their credit hours required for professional content and the courses and their credit hours required for general education for each accredited degree program offered or track for completion of the NAAB-accredited degree.*
- *A list of off-campus programs, description of facilities and resources, course requirements, and length of stay.*

### **II.2.3 Curriculum Review and Development**

The program must describe the process by which the curriculum for the NAAB-accredited degree program is evaluated and how modifications (e.g., changes or additions) are identified, developed, approved, and implemented. Further, the NAAB expects that programs are evaluating curricula with a view toward the advancement of the discipline

and toward ensuring that students are exposed to current issues in practice. Therefore, the program must demonstrate that licensed architects are included in the curriculum review and development process.

*The APR must include a description of the composition of the program's curricular review process including membership of any committees or panels charged with responsibility for curriculum assessment, review, and development. This description should also address the role of the curriculum review process relative to long-range planning and self-assessment.*

**PART TWO (II): SECTION 3 – EVALUATION OF PREPARATORY/PRE-PROFESSIONAL EDUCATION**

Because of the expectation that all graduates meet the SPC (see Section 1 above), the program must demonstrate that it is thorough in the evaluation of the preparatory or pre-professional education of individuals admitted to the NAAB-accredited degree program.

In the event a program relies on the preparatory/pre-professional educational experience to ensure that students have met certain SPC, the program must demonstrate it has established standards for ensuring these SPC are met and for determining whether any gaps exist. Likewise, the program must demonstrate it has determined how any gaps will be addressed during each student's progress through the accredited degree program. This assessment should be documented in a student's admission and advising files.

*The APR must include the following:*

- *A description of the process by which the preparatory or pre-professional education of students admitted to the accredited program is evaluated. This description should include the process for verifying general education credits, professional credits and, where appropriate, the basis for granting "advanced standing." These are to be documented in a student's admissions and advising record (See also I.2.1).*
- *If applicable, SPC that are expected to have been met in preparatory or pre-professional education are to be documented in the top line of the SPC matrix (see Part II, Section 1.)*

*[NOTE: A review of course titles and descriptions in and of itself is not considered sufficient for this activity.]*

## **PART TWO (II): SECTION 4 – PUBLIC INFORMATION**

### **II.4.1 Statement on NAAB-Accredited Degrees**

In order to promote an understanding of the accredited professional degree by prospective students, parents, and the public, all schools offering an accredited degree program or any candidacy program must include in catalogs and promotional media the *exact language* found in the *NAAB Conditions for Accreditation*, Appendix 5.

### **II.4.2 Access to NAAB Conditions and Procedures**

In order to assist parents, students, and others as they seek to develop an understanding of the body of knowledge and skills that constitute a professional education in architecture, the school must make the following documents available to all students, parents and faculty:

*The 2009 NAAB Conditions for Accreditation*  
*The NAAB Procedures for Accreditation* (edition currently in effect)

### **II.4.3 Access to Career Development Information**

In order to assist students, parents, and others as they seek to develop an understanding of the larger context for architecture education and the career pathways available to graduates of accredited degree programs, the program must make the following resources available to all students, parents, staff, and faculty:

[www.ARCHCareers.org](http://www.ARCHCareers.org)  
*The NCARB Handbook for Interns and Architects*  
*Toward an Evolution of Studio Culture*  
*The Emerging Professional's Companion*  
[www.NCARB.org](http://www.NCARB.org)  
[www.aia.org](http://www.aia.org)  
[www.ias.org](http://www.ias.org)  
[www.acsa-arch.org](http://www.acsa-arch.org)

### **II.4.4 Public Access to APRs and VTRs**

In order to promote transparency in the process of accreditation in architecture education, the program is required to make the following documents available to the public:

All *Annual Reports*, including the narrative  
All NAAB responses to the *Annual Report*  
The final decision letter from the NAAB  
The most recent *APR*  
The final edition of the most recent *Visiting Team Report*, including attachments and addenda

These documents must be housed together and accessible to all. Programs are encouraged to make these documents available electronically from their websites.

### **II.4.5 ARE Pass Rates**

Annually, the National Council of Architectural Registration Boards publishes pass rates for each section of the Architect Registration Examination by institution. This information is considered to be useful to parents and prospective students as part of their planning for

higher/post-secondary education. Therefore, programs are required to make this information available to current and prospective students and their parents either by publishing the annual results or by linking their website to the results.

*The APR must include a list of the URLs for the web pages on which the documents and resources described throughout Part II: Section 4 are available. In the event, documents or resources are not available electronically, the program must document how they are stored and made available to students, faculty, staff, parents, and the general public.*



**LIST OF APPENDICES**

Appendix 1	Format for Course Descriptions for APRs
Appendix 2	Format for Faculty Resumes for APRs
Appendix 3	List of documents to be available in the team room (Part One: Section 2)
Appendix 4	Matrix for SPC (Part Two: Section 1)
Appendix 5	Required Texts for Catalogs and Promotional Material
Appendix 6	Background and History of the National Architectural Accrediting Board
Appendix 7	Background to the 2008 NAAB Accreditation Review Process and the Development of the 2009 Conditions for Accreditation

**Appendix 1 – Format for Course Descriptions for APRs**

**Number & Title of Course (total credits awarded):** ARC 101, Principles of Design, 3 credits.

**Course Description (limit 25 words):** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**Course Goals & Objectives (list):**

- Students will explore all forms of visual communication from freehand drawing through building information modeling software.
- Students will learn presentation skills to be used throughout their academic careers.

**Student Performance Criterion/a addressed (list number and title):**

A.1. Communication Skills  
A.3. Visual Communication Skills

**Topical Outline (include percentage of time in course spent in each subject area):**

Drawing and other representational techniques (60%)  
Presentation skills (40%)

**Prerequisites:**

None

**Textbooks/Learning Resources:**

Gardner, Howard. *Frames of Mind* (Basic Books. 1983. 2004)

**Offered (semester and year):**

Fall only; annually

**Faculty assigned (list all faculty assigned during the two academic years prior to the visit):**

Thomas Jefferson (adjunct)  
Mary Louise Bethune (F/T)  
Norma Sklarek (F/T)

**[limit 1 page per course]**

**Appendix 2 – Format for Faculty Resumes for APRs**

**Name:** Thomas Jefferson, FAIA

**Courses Taught (Two academic years prior to current visit):**

ARC 101 Principles of Design  
ARC 102 Principles of Practice  
ARC 210 History of Architecture – Western Hemisphere  
ARC 211 History of Architecture – Eastern Hemisphere  
ARC 433 Design Studio III – Historic Structures  
ARC 434 Design Studio IV – Affordable Housing

**Educational Credentials:**

B.Arch., Tulane University, 1988  
M.S. E.D., University of New Mexico, 1992

**Teaching Experience:**

Assistant Professor, Arizona State University, 1993-1998  
Associate Professor, University of Illinois, Chicago, 1998-2005  
Professor, University of Illinois, Chicago, 2006-present

**Professional Experience:**

Intern, Smith, Howard, and Johnson, Phoenix, AZ 1988-1991  
Project Architect, Gensler Chicago 1992-present

**Licenses/Registration:**

Arizona  
Illinois

**Selected Publications and Recent Research:**

*Declaration of Independence*, (Jossey-Bass, 1999).  
*Effect of Newton's Third Law of Thermodynamics on Straw, Twigs, and Brick: A study of three clients* (John Wiley, 2008)

**Professional Memberships:**

The American Institute of Architects

***[limit one page per faculty member]***

**Appendix 2 – Matrix for Faculty Credentials<sup>11</sup>**

**Term/Semester (e.g., Fall 2009)**

<b>Faculty member (alpha order)</b>	<b>Summary of expertise, recent research, or experience (limit 25 words)</b>	<b>ARC 101</b>	<b>ARC 202</b>	<b>ARC 210</b>	<b>ACR 211</b>	<b>ARC 301</b>	<b>ARC 400</b>	<b>ARC 433</b>	<b>ARC 434</b>	<b>ARC 509</b>
Mary Louise Bethune	Recognized scholar in design for mobility and sensory impaired clients, three AIA design awards in 2003, 2004, and 2005 for housing.		X			X	X			
Thomas Jefferson	Designs affordable housing for Chicago Habitat for Humanity; M.S. thesis on adaptive reuse of historic structures in urban core.	X		X				X	X	
Norma Sklarek	Recent research on Meso-American structures and building materials.			X	X		X			X

<sup>11</sup> This matrix is offered as a sample.

**Appendix 3:** List of Documents to be Available in the Team Room (Part I: Policy Review)

The information requested in Part I, Sections 1-3 of the APR, is to be addressed in the APR. In addition, the program is expected to provide a number of documents for review by the visiting team. Rather than being appended to the APR, they are to be provided in the team room during the visit. These include but are not limited to:

- Studio Culture Policy
- Self-Assessment Policies and Objectives
- Personnel Policies including:
  - Position descriptions for all faculty and staff
  - Rank, Tenure, & Promotion
  - Reappointment
  - EEO/AA
  - Diversity (including special hiring initiatives)
  - Faculty Development, including but not limited to; research, scholarship, creative activity, or sabbatical.
- Student-to-Faculty ratios for all components of the curriculum (i.e., studio, classroom/lecture, seminar)
- Square feet per student for space designated for studio-based learning
- Square feet per faculty member for space designated for support of all faculty activities and responsibilities
- Admissions Requirements
- Advising Policies; including policies for evaluation of students admitted from preparatory or pre-professional programs where SPC are expected to have been met in educational experiences in non-accredited programs
- Policies on use and integration of digital media in architecture curriculum
- Policies on academic integrity for students (e.g., cheating and plagiarism)
- Policies on library and information resources collection development
- A description of the information literacy program and how it is integrated with the curriculum

**Appendix 4 – Sample SPC Matrix<sup>12</sup>**

An SPC matrix must be completed for each accredited degree program offered or each track for meeting the requirements of the professional degree program.

- Where appropriate, the top section of the matrix should indicate those SPCs expected to have been met in preparatory or pre-professional education prior to admission to the NAAB-accredited program (see also Part II, Section 3).
- The bottom section of the matrix should include only criteria that are demonstrated in the accredited degree program or track.

In all cases, the program must highlight only the 1-2 cells on the matrix that point to the greatest evidence of student achievement.(For a sample matrix, see Appendix 4)

NOTE: Elective courses are not to be included on the matrix.

	A.1	A.2	A.3	A.4	A.5	A.6	A.7	A.8	A.9	A.10	B.1	B.2	B.3	B.4	B.5	B.6	B.7	B.8	B.9	B.10	B.11	B.12	C.1	C.2	C.3	C.4	C.5	C.6	C.7	C.8	C.9	
<b>SPC expected to have been met in preparatory or pre-professional education, if applicable</b>																																
<b>Realm A</b>										<b>Realm B</b>												<b>Realm C</b>										
X	X	X	X						X		X	X	X																			
<b>SPC Met in NAAB-accredited program</b>																																
<b>Realm A</b>										<b>Realm B</b>												<b>Realm C</b>										
ARC 211	X																															
ARC 311		X																														
ARC 334				X																												
ARC 411							X	X																								

<sup>12</sup> This matrix is offered as an example and therefore does not include all SPCs.

## Appendix 5: Required Text for Catalogs and Promotional Materials

The following statement must be included, in its entirety, in the catalogs and promotional materials of all accredited programs and candidate programs.

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

[Name of university, name of academic unit] offers the following NAAB-accredited degree program(s) *(If an institution offers more than one track for an M.Arch or D.Arch. based on the type of undergraduate/preparatory education required, please list all tracks separately)*:

[Name of degree] (Prerequisite + total number of credits required)

In addition, the program is required to publish the year of the next accreditation visit for each accredited program. A sample follows:

**SAMPLE TEXT FOR ACCREDITED PROGRAMS:**

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

Any University, College of Art and Design, Department of Architecture offers the following NAAB-accredited degree programs:

- B. Arch. (150 undergraduate credits)
- M. Arch. (pre-professional degree + 42 graduate credits)
- M. Arch. (non-pre-professional degree + 60 credits)

Next accreditation visit for all programs: 2013

In addition to the previous text, all programs that have been granted candidacy status must include the following in its entirety:

The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program should be accredited within six years of achieving candidacy, if its plan is properly implemented. In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation.

[Name of university, name of academic unit] was granted candidacy status for the following professional degree program(s) in architecture: [Name of degree] (Prerequisite + total number of credits required) – Year candidacy was awarded, the year and purpose of the next visit and projected year of initial accreditation.

A sample follows:



**SAMPLE TEXT FOR CANDIDATE PROGRAMS**

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program should be accredited within 6 years of achieving candidacy, if its plan is properly implemented. In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB Certificate may not be equivalent to meeting the education requirement for registration in a specific jurisdiction. Please contact NCARB for more information.

Anyplace University, School of Architecture and Landscape Architecture was granted candidacy for the following professional degree program in architecture:

M.Arch. (pre-professional degree + 45 graduate credits) – 2009.

Next visit for continuation of candidacy: 2011  
Projected year of initial accreditation: 2013

## Appendix 6: Background and History of the National Architectural Accrediting Board

### History of Accreditation in Architecture Education

The first step leading to architectural accreditation was taken in Illinois where the first legislation regulating the practice of architecture was enacted in 1897. Following that enactment, in 1898 the Illinois Board of Examiners and Regulators of Architects gave its first examination. By 1902 they had established a rule restricting the examination to graduates of the state's approved 4-year architecture curriculum. In 1903, the board expanded this policy to include graduates from Cornell, Columbia, and Harvard Universities, the Massachusetts Institute of Technology, and the University of Pennsylvania. That action demonstrated the need for national standards of architectural education.

The first attempt to establish national standards came with the founding of the Association of Collegiate Schools of Architecture (ACSA) in 1912 and its adoption two years later of "standard minima," which schools were required to meet to gain ACSA membership. While these standard minima were in place, ACSA membership was equivalent to accreditation.

In 1932, the ACSA abandoned the standard minima, causing an 8-year hiatus in the profession's national system of professional architecture education – a hiatus brought to an end when the ACSA, The American Institute of Architects (AIA), and National Council of Architectural Registration Boards (NCARB) established the NAAB and gave it authority to accredit schools of architecture nationally. The founding agreement of 1940 also announced the intention to create an integrated system of architectural education that would allow schools with varying resources and circumstances to develop according to their particular needs.

In 1972, the membership of the NAAB Board of Directors was expanded to include one student representative nominated by "the Association of Student Chapters/ AIA<sup>13</sup>" and one graduate student nominated by schools accredited by the NAAB. In 1999, this representation was further refined to be two individuals nominated by the American Institute of Architecture Students.

The foundation for the system, or model, for accreditation in architecture education that many know today was first outlined in an inter-collateral report, *The Restructuring of the NAAB*, which was completed in 1975. In that report, the collateral organizations identified two over-arching goals for the NAAB:

- Advancement of all phases of architectural education, with a view toward the promotion of public welfare.
- Provide guidance, encourage improvement and innovation in the architecture system process, program experience, and product with a view toward serving the public interest and meeting societal needs.

And three objectives for the accreditation process:

- To hold a school accountable to its own stated objectives to the student, the profession, the institution, and the public community.

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<sup>13</sup> The Association of Students Chapters/AIA was later renamed The American Institute of Architecture Students (AIAS).

- To improve educational programs in schools of architecture by continuing a systematic review and assessment of education programs and resources through the self-evaluation process.
- To identify to prospective students, the public community, the profession, educational institutions, governmental agencies and state registration boards and to grant public recognition to those architecture education programs which meet and maintain established qualifications.

Finally, the report identified 13 policies; of which many remain central to the process. Among the thirteen, the following four relate to the continuous review and evaluation of the *Conditions for Accreditation*. The NAAB will:

- Accredit professional degree programs in architecture rather than institutions, colleges, departments, or schools.
- Accredit only the first professional degree program in architecture.
- Avoid rigid standards of curriculum content as a basis for accreditation in order to prevent standardization of programs and support well-planned experimentation.
- Establish and maintain procedures for reviewing and evaluating programs and informing schools of their accreditation status and for appeals by schools.

Today, the NAAB's accreditation system for *professional degree programs* within schools requires a self-assessment by the accredited degree program, an evaluation of that assessment by the NAAB, and a site visit by an NAAB team that concludes with a recommendation to the NAAB as to the term of accreditation. The decision regarding the term of accreditation is then made by the NAAB Directors.

#### **The Members of the NAAB**

The members of the NAAB bring varied insight and concerns to the accreditation process and provide a broad and inclusive view of architecture. In addition to two nonarchitects, one with a background in academia and the other a generalist who together represent the public interest, the members include representatives from the four organizations that serve the profession of architecture:

- The American Institute of Architects. Since 1857, the AIA has represented the professional interests of America's architects. AIA numbers more than 83,000 licensed architects, emerging professionals, and allied partners who, in design, express their commitment to excellence and livability in our nation's buildings and communities.
- The American Institute of Architecture Students. Founded in 1956, the AIAS serves architecture and design students throughout North America by promoting and complementing architectural education and by representing the concerns of students to the profession and the public.
- The Association of Collegiate Schools of Architecture. The mission of ACSA, founded in 1912, is to advance architectural education through support of member schools, their faculties, and their students.
- The National Council of Architectural Registration Boards. Founded in 1919, the NCARB today provides assistance in protecting the public's health, safety, and welfare to 55 boards regulating architecture in the 50 states, 4 territories, and District of Columbia.

**Appendix 7:** Background to the 2008 NAAB Accreditation Review Process and the Development of the *2009 Conditions for Accreditation*

In late 2007, the NAAB's inter-collateral task group on Trends in Accreditation identified two primary trends emerging in other accrediting agencies:

- Performance-based accreditation.
- Evaluation of a program or school's performance against its own stated mission.

In interviews with leaders at the Association of Specialized and Professional Accreditors, the Landscape Architecture Accrediting Board, and the Higher Education Commission of the North Central Association of Colleges and Schools, among others, the same themes emerged: accrediting agencies are focusing on evaluating student success or student performance and they are increasing the expectations for programs to conduct self-assessment against the program's stated mission and within its institutional context. Some organizations have more adeptly responded to these trends, while others struggle to balance the need to evaluate institutional support and specific curricular requirements with assessing student learning.

Since 1975, the *NAAB Conditions for Accreditation* have emphasized self-assessment and student performance as central elements of its model, and the model proposed for 2009 does so as well. In its discussions in February 2008 and later in July, the Board of Directors maintained their commitment to both of these as core tenets of the NAAB's accreditation model. In addition, the NAAB Directors reaffirmed their commitment to the essential procedures for accreditation, which are responsive to and reflective of the primary practices of accreditation.

Throughout its current effort, the NAAB acknowledges that architecture education and practice have become more complex and therefore it is appropriate "to revise its accrediting process in response to the advice of its various constituencies."<sup>14</sup>

The NAAB's constituencies, through white papers and issue briefs, were relatively consistent in much of the advice they offered, especially with respect to the content of the Student Performance Criteria (SPC). For example, nearly all the papers submitted by the collateral organizations, as well as those prepared by the NAAB's own task groups included the following recommendations:

- Include a specific and comprehensive commitment to environmental sustainability in the SPC.
- Prepare graduates for global practice through cross-cultural and cross-curricular experiences in other disciplines.
- Prepare graduates who are able to practice ethically and professionally with an understanding of the centrality of the client to their work.
- Include a specific and measurable commitment to increasing the diversity of student and faculty populations in accredited programs relative to gender, race/ethnicity, age, religion, sexual orientation, or physical ability.
- Strengthen the connection between planning and self-assessment by programs and demonstrate a commitment to continuous improvement.

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<sup>14</sup> 1998 *Conditions and Procedures for Professional Degree Programs in Architecture*. National Architectural Accrediting Board. p. 3

**The 2008 Fusion Model – A Framework for the 2009 Conditions for Accreditation**

As the NAAB Directors reviewed the outcomes of the inter-collateral task groups, the white papers and issue briefs prepared by the collateral organizations, the five models proposed in June 2008, as well as its own practices and procedures, several things became very clear.

First, no group proposed any radical shift in process, authority, or basic standards.

Second, four of the five models focused on the content and organization of Condition 13 – Student Performance Criteria (SPC).

Third, based on a review of all the recommendations and advice, the Board agreed that the *2004 Conditions for Accreditation* (13 conditions, including SPC), generally speaking, contain all the critical requirements and expectations for a professional degree in architecture. However, within several of Conditions 1-12, expectations for student learning or achievement are embedded with expectations for institutional commitment or assessment.

Next, as a matter of practice, the *Architecture Program Reports* (APRs), and the visits have tended to treat all Conditions as equal, and deserving of a “Met/Not-Met” designation, when, in reality, certain parts of the 2004 Conditions cannot be assessed in this way. Likewise all SPC have been treated as equal when in practice some are “more equal than others.” Thus, the NAAB Board agreed it was not only appropriate to revise the content of SPC to be relevant in light of current practice and professional concerns, but also to group both Conditions and SPC in a way that reflect their relationships to one another and their relative importance overall.

Finally, the Board agreed that it was time to design and implement processes for internal and external assessment and review of the NAAB itself both in terms of the effectiveness of its procedures and its compliance with best practices as defined by independent organizations. This effort is lead by the NAAB’s Assessment and Evaluation Committee, which is chaired by the president-elect.

The 2008 model illustrated the results of the Board’s effort to address all of these matters:

- First, the NAAB distinguished those elements of the *2004 Conditions* that support and affirm an institution’s long-term commitment to the development and continued viability of the program over time from those elements that define expectations for student learning.
- Next, the model attempted to delineate those conditions that are evaluated on the basis of evidence and artifacts (e.g. student work) as either met or not met from those that must be evaluated through a combination of documentary review, interviews on campus, and discussion with faculty, staff, and students.
- Third, the SPC were revised to be reflective and responsive to contemporary concerns in architectural practice (e.g., leadership, civic engagement, and environmental stewardship).
- Finally, the model included the addition of internal and external review and assessment of the NAAB.

The *2009 Conditions for Accreditation*, while based initially on the 2008 Fusion Model, are ultimately a combination of all previous input from collateral organizations, individual comments and the findings of the 2008 Architectural Review Conference (ARC). Participants at the ARC were asked to consider all the options including maintaining the existing SPC, making revisions to the SPC, as well as a variety of recommendations for new criteria. Dialogue from the ARC, subsequent responses and refinement from the NAAB are what follows.

The expectation is that when reading the *2009 Conditions for Accreditation*, the architectural community will find a great deal that is familiar with respect to resources and program characteristics. Nevertheless, much has been reorganized and refined compared to previous editions. For example:

- Expectations for long-range planning, self-assessment, and institutional culture have been grouped together in order to strengthen the expectation that professional architectural education occupies a unique and relevant position within the institution.
- Expectations for statistical reporting along with comparative data have been expanded.
- There are now 32 individual SPC, compared to 34. While many of the 2004 SPC have been retained in their entirety (e.g., Writing and Communications Skills), several have been revised or combined to address student achievement more broadly (e.g., Human Behavior) and in certain cases, the level of achievement has been raised from *understanding* to *ability*. Some are new and are based on the recommendations from the ARC (e.g., Community and Social Responsibility).
- The most obvious change has been to group the SPC into three realms. Each realm defines a set of relationships between individual areas of study and identifies the overall learning aspirations for the realm. Programs are still expected to demonstrate that all graduates are learning at the level of achievement defined for each of the SPC; compliance will be evaluated through the review of student work.
- Finally, programs that admit students with pre-professional or preparatory education are expected to document whether certain SPCs are expected to have been met prior to admission to the NAAB-accredited program. The SPC matrix accommodates this documentation.

In many regards, the basic purposes of the *1998* and *2004 Conditions for Accreditation* have been sustained in the *2009 Conditions for Accreditation*. Likewise, the five central attributes of voluntary accreditation remain. Finally, the core elements of the NAAB's process also persist:

- Programs are required to document their compliance with the conditions through a comprehensive, self-analytical report.
- A team will visit the program to confirm the results of the report and to document additional compliance through the review of student work, institutional policies, interviews, and other records.
- The final decision will be made by the NAAB Directors.

In today's environment of heightened expectations and continued scrutiny by Congress and others, the NAAB continues to be a leader in specialized accreditation. This leadership role can be expected to continue through the *2009 Conditions for Accreditation*.

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