

Academic Affairs - Compliance Requirements

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency	Last Date Completed
		Updated Oct 2022				
Expense Reporting for Federal Grants	Restricted Accounts Donor	Monitoring of spending to verify that it is used properly for purpose outlined by Donor or Grant. Federal grants need to comply with federal laws and grant intentions	Academic Budgets & Resources, Restricted Funds Manager, Office of Research, Grants and Contracts Accountant	Multiple Parties	On-going	On-going
Family Educational Rights and Privacy Act (FERPA)	US Department of Education	Protects the privacy of student education records at all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."	Academic Affairs; Financial Aid; Finance; General Counsel; Registrar	Multiple Parties	On-going	On-going
Full Time Union Contract	National Education Association - RI Chapter	Required to be in compliance with Full Time Union Contract including: Informational Reporting on bargaining unit evaluation, promotion & approving Faculty sabbatical Leave Faculty & Student Evaluation process Workshops for Faculty up for review or promotion	Academic Affairs; Human Resources	Provost; Director, Academic Administration; Director of Labor Relations; Committee on Faculty Appointments; Dean of Faculty	Next due in 2025	7/1/2022

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International Faculty Eligibility	US Department of State; USCIS; Homeland Security; Internal Revenue; Service	Required to complete or assist legal counsel in completing all necessary documentation to have international faculty employed by RISD. This documentation includes: Visa support for TN, O1, J1, H1-B; Updating SEVIS information for J visa holders; reports to the US Dept of State; bi-annual recertification of J program; providing faculty with appropriate tax documents as determined by TaxNavigator	Academic Affairs; Human Resources; OISS	Director, Academic Administration; Director OISS	On-going	On-going
LAAB	Landscape Architecture Accreditation Board	Annual Accreditation report for the MLA program	Architecture and Design; LDAR	LDAR Dept Head; Dean of Architecture and Design; Director, Academic Administration; Director Academic	On-going data updates	8/1/2021
NAAB	National Architecture Accreditation Board	Annual Accreditation report for the BARC and the MARC programs	ARCH; Architecture and Design / Academic Affairs/Accreditation & Institutional Effectiveness/HR	ARCH Dept Head; Dean of Architecture and Design; Director, Academic Administration; Director Academic Budgets; Accreditation & Institutional Effectiveness; HR	Annually	11/1/2022
LAAB	Landscape Architecture Accreditation Board	Accreditation review for the MLA program	Architecture and Design / Academic Affairs	LDAR Dept Head; Dean of Architecture and Design; Director, Academic Administration; Director Academic Budgets; Accreditation & Institutional Effectiveness; HR	every 6 years, next due in 2028	8/1/2022
NAAB	National Architecture Accreditation Board	Accreditation review for the BARC and the MARC programs	Architecture and Design / Academic Affairs	ARCH Dept Head; Dean of Architecture and Design; Director, Academic Administration; Director Academic Budgets; Accreditation & Institutional Effectiveness; HR	every 8 years, next due in 2022	11/1/2022
NASAD / HEADS Data Survey	National Association of Schools of Art and Design	Annual Report	Integrated Planning/ Academic Affairs	Director, Academic Administration; Accreditation & Institutional Effectiveness	Annually due October 15	

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NECHE	New England Association of Schools and Colleges	Annual Report	Academic Affairs / Accreditation & Institutional Effectiveness	Vice-Provost; Accreditation & Institutional Effectiveness	Annually in May	5/1/2022
NECHE Interim Report	New England Association of Schools and Colleges	Interim Report	Academic Affairs / Accreditation & Institutional Effectiveness		Vice-Provost; Accreditation & Institutional Effectiveness	
Part Time Union Contract	National Education Association - RI Chapter	Required to be in compliance with Part Time Union Contract including: Informational Reporting on bargaining unit Evaluating, Approving Faculty Leave (approved by Provost)	Academic Affairs; HR	Director, Academic Administration; Director, Labor Relations	On-going	8/1/2018
Short Term Visitor Eligibility	Homeland Security Internal Revenue Service	Required to verify visa eligibility and completion of tax forms appropriate to individual circumstances. Monitoring that visitor is not paid for more than 9 days of 'work' at RISD.	Academic Affairs; OISS	Director, Academic Administration; Director OISS	On-going	On-going