MONTCLAIR STATE UNIVERSITY

Self-Study Design

APPROVED

Standard II Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

Faculty Handbook, Academic Freedom	http://www.montclair.edu/provost/faculty-handbook/academic-policies/freedom/
NJ State AFT, AFL-CIO Agreement Article V	http://www.cnjscl.org/AFT%20FT-PT%202011-

6. International study and services	http://www.montclair.edu/global-education/international-services/; http://www.montclair.edu/chss/international-studies/
7. Technology Training and Development Services	http://www.montclair.edu/oit/training-events/
8. Career services	http://www.montclair.edu/employee-services/
9. Health center	http://www.montclair.edu/university-health-center/
10. Recreation	http://www.montclair.edu/campus-life/the-basics/student-recreation-center/
Grievance Policy and Procedures	http://www.montclair.edu/disability-resource-center/policies-procedures/#GRIEVANCEPOLICY
Student Handbook, Grade Grievance	http://www.montclair.edu/dean-of-students/handbook/university-policies/#d.en.44247
Employee Discrimination and Complaint Procedures:	http://www.montclair.edu/human-resources/about-us/eo-aa-and-diversity/discrimination-complaint-procedures/
4. Policies and Procedures, Greek Letter Organizations:	http://www.montclair.edu/media/montclairedu/centerforstudentinvolvement/greekaffairs/policyandprocedures11-12.pdf
5. PAC/AFT Requirements	http://www.montclair.edu/provost/faculty-handbook/personnel/contractual-provisions/
Employee Handbook	http://www.montclair.edu/human-resources/policies-and-procedures/employee-handbook/

Civility/Tolerance/Divees3 ET q30/P <</MCID 11odbook/nvT /CS1 c.81(ity)22(/d)-5(is)4(c)6(3w 9.(.)681(ity)22(p)-5(

4. The avoidance of conflict of interest or the appearance of such conflict in all activities and among all constituents.	Compliance Guidelines, Conflict of Interest	http://www.montclair.edu/orsp/compliance/
	Outside Employment	http://www.montclair.edu/human-resources/policies-and-procedures/employee-handbook/university-policies-regulations/guidelines-on-outside-
	MSU Standard Contract Terms and Conditions (Procurement)	http://www.montclair.edu/media/montclairedu/financetreasurer/forms/procurementforms/StdTC.pdf
	MSU Ethics Liaison Officer and NJ Conflicts of Interest Law	http://www.montclair.edu/ethics/ethics-liaison-officer/
	NJ Conflict of Interest Form for MSU BOT	http://www.montclair.edu/media/Montclair.edu/bot/conflict_form.pdf
	Accreditation Agency Handbooks on Rules of Practice and Procedure	e.g., http://nasd.arts-accredit.org/site/docs/NASD%20HANDBOOK%20AND%20ADDENDA/NASD_HANDBOOK_2014-15.pdf
	**Privately Accessible: Personal and Business Relationships Disclosure Form	http://www.state.nj.us/ethics/docs/forms/bdf.pdf
	**Privately Accessible: Annual College and University Disclosure Form	http://www.state.nj.us/ethics/docs/ethics/scholarlycapacityform.pdf
5. Fair and impartial practices in the hiring, evaluation, promotion, discipline, and separation of employees.	Human Resources: Union Contracts	http://www.montclair.edu/human-resources/policies-and-procedures/union-contracts/
	Human Resources: Unclassified Hiring, Reappointment, and Promotion Policies	http://www.montclair.edu/human-resources/resources/forms/unclassified/
	International Services Hiring Guidelines	http://www.montclair.edu/global-education/international-services/hiring/guidelines/
	Affirmative Action Recruitment Guidelines for Faculty and Staff	http://www.montclair.edu/media/montclairedu/humanresources/aboutus/guidelinesandprocedures/aarecruitmentguidelines.pdf

Policy on Search Committees	http://www.montclair.edu/media/montclairedu/humanresources/aboutus/guidelinesandprocedures/policy_on_search_committee.pdf
Faculty Handbook, University Code of Ethics	http://www.montclair.edu/provost/faculty-handbook/personnel/ethics-code/
Annual Institutional Profile of MSU	http://www.montclair.edu/oit/institutionalresearch/AssessmentDocs/Excellence/Annual%20Institutional%20Profile-NJ%202013.pdf
Committee Charters (Executive Committee; Audit, Finance, and Investment Committee; Academic Affairs and Facilities Committee; and Personnel Compensation, Nominations, and Governance Committee)	http://www.montclair.edu/dean-of-students/handbook/universitypolicies/#d.en.44247
Capital Master Plan and Building Integrity:	http://www.montclair.edu/media/montclairedu/facilities/Capital_Master_Plan.pdf
Annual Campus Security Report	http://www.montclair.edu/montclair-state-university-police-department/jeanne-clery-act/
Managerial and AFT procedures and deadlines in the Academic Calendar	http://www.montclair.edu/human-resources/resources/forms/managerial/
Cost of Attendance	http://www.montclair.edu/financial-aid/financing/

7. As appropriate to mission, services or programs in place:

a. to promote afforability and accessibility and

b. to enable students to understand funding sources and options, value received for cost, and methods to

Standard III Criteria **An accredited institution possesses and demonstrates the following attributes or activities:**	

Trends in class sizes reports	Registrar
Comparison to Benchmark Institutions	Websites - IR for benchmarks
Faculty five-year self- study reports	http://www.montclair.edu /provost/administrative- calendar/academic- affairs-timetable/

Graduate Assistantships - Reports	http://www.montclair.edu/graduate/
Graduate Council	http://www.montclair.edu/graduate/council/
Policies on thesis committee composition	

Standard IV Criteria

4. if offered, athletic, student life, and other extracurricular activities that are regulated by the same academic, fiscal, and administrative principles and procedures that govern all other programs;	NCAA regulations, Institutional Research reports; Athletics and Center for Student Involvement reports; Student Government Association reports	NCAA Division III Manual; http://www.montclair.edu/oit/institutional-research/; TracDat; http://www.montclair.edu/student-

Standard	

2. organized and systematic assessments, conducted by faculty and/or appropriate professionals, evaluating the extent of student achievement of institutional and degree/program goals. Institutions should: a. define meaningful curricular goals with defensible standards for evaluating whether students are achieving those goals; b. articulate how they prepare students in a manner consistent with their missions for successful careers, meaningful lives, and, where appropriate, further education. They should collect and provide data on the extent to which they are meeting these goals; c. support and sustain assessment of student achievement and communicate the results of this assessment to stakeholders;	Academic Assessment Database	https://midstates- assessment.montclair.edu/ programAssessment/progr amAssessment/StartPage. aspx
	Annual Impact Reports from Departments, Schools, and Colleges	Annual Reports Canvas Community: https://montclair.instructure.com/courses/33981
	Accreditation Reports	Deans' Offices, Provost
	MSU Mission	http://www.montclair.edu /about- montclair/missionstateme nt/
	MSU Strategic Plan	http://www.montclair.edu /president/strategic-plan/
	Five Year External Committee Program Reviews (FERC) Reports	Deans' Offices, Provost's Office

	Enrollment reports for UG and G Programs	http://www.montclair.edu /oit/institutional-research/
	Dean's Council Meeting minutes	Provost's Office
	Department Meetings Minutes	Chairs' Offices, Deans' Offices
	Graduation Reports & Rates	http://www.montclair.edu /oit/institutional- research/data-and- reports/graduation-reports/
	TracDat	https://montclair.tracdat.c om/tracdat/faces/login.jsp
3. Consideration and use of assessment results for the improvement of educational effectiveness. Consistent with the institution's mission, such uses include some combination of the following: a. assisting students in improving their learning; b. improving pedagogy and curriculum; c. reviewing and revising academic programs and support services; d. planning, conducting, and supporting a range of professional development activities; e. planning and budgeting for the provision of academic programs and services; f. informing appropriate constituents about the institution and its programs; g. improving key indicators of student success, such as retention, graduation, transfer, and placement rates; and, h. implementing other processes and procedures	Academic Assessment Database	https://midstates- assessment.montclair.edu/ programAssessment/progr amAssessment/StartPage. aspx

Annual Impact Reports from Departments, Schools, and Colleges	Annual Reports Canvas Community: https://montclair.instructure.com/courses/33981
Accreditation Reports	Deans' Offices, Provost
MSU Mission	http://www.montclair.edu /about- montclair/missionstateme nt/
MSU Strategic Plan	http://www.montclair.edu /president/strategic-plan/
Five Year External Committee Program Reviews (FERC) Reports	Deans' Offices, Provost's Office

Enrollment reports for UG and G P6-4(ol)-5in BT /Tan P6-ts /Link <</MCID 38 >>B

CADA	http://www.montclair.edu/student-development-campus-life/center-academic-development-assessment/
Curriculum Procedures/Forms	http://www.montclair.edu/provost/forms/
Technology Training and Integration	http://www.montclair.edu/oit/training-events/
Deans' Retreats Munites	Deans' Offices
University Communications	http://www.montclair.edu/university-communications/
OIR data	http://www.montclair.edu/oit/institutional-research/
Factbook	http://www.montclair.edu/oit/institutional-research/fact-book/
Assessment Newsletters	http://www.montclair.edu/provost/assessment/newsletter/
Assessment Webpage	http://www.montclair.edu/provost/assessment/
Budget Call from Budget and Planning	http://www.adaptiveinsig hts.com/
Budget Forms, Resources, and Procedures and Policies	http://www.montclair.edu /budget-planning/
Program Coordinators	Departments/Programs

	On/Off Campus Professional Development Conferences, Workshops, etc.	Deans' Offices, Provost's Office
4. if applicable, adequate and appropriate institutional review and approval of assessment services designed, delivered, or assessed by third party providers	CLA/Gen Ed	http://www.montclair.edu /chss/general-education- requirements/
	Surveys	http://www.montclair.edu/oit/institutional-research/survey-research/
5. periodic evaluation of the assessment processes utilized by the institution for the improvement of educational effectiveness.	Annual Impact Reports from Departments, Schools, and Colleges	Annual Reports Canvas Community: https://montclair.instructure.com/courses/33981
	Accreditation Reports	Deans' Offices, Provost
	MSU Mission	http://www.montclair.edu /about- montclair/missionstateme nt/
	MSU Strategic Plan	http://www.montclair.edu /president/strategic-plan/
	Five Year External Committee Program Reviews (FERC) Reports	Deans' Offices, Provost's Office
	PRR	http://www.montclair.edu/provost/middle-states-accreditation/
	Self-Study	
	Departmental Strategic Plans	Deans' Offices

6. comprehensive planning for facilities, infrastructure, and technology that includes consideration of sustainability and deferred maintenance and is linked to the institution's strategic and financial planning processes;	Annual Institutional Profile of Montclair State University, 2014 Capital Master Plan	http://www.montclair.edu/oit/institutionalresearch/AssessmentDocs/Excellence/Annual%20Institutional%20

STANDARD VII: Governance, Leadership, and Administration

The institution is governed and administered in a manner that allows it to realize its stated mission and goals in a way that effectively benefits the institution, its students, and the other constituencies it serves. Even when supported by or affiliated with governmental, corporate, religious, educational system, or other unaccredited organizations, the institution has education as its primary purposed, and it operates as an academic institution with appropriate autonomy.

An accredited institution possesses and demonstrates the following attributes or activities:	*Source of Information/ Document*	*Location*
1. a clearly articulated and transparent governance structure that outlines its roles, responsibilities and accountability for decision making by each constituency, including governing body, administration, faculty, staff, and students;	2007 Self-Study Report to MSCHE	http://www.montclair.edu
	2012 PRR to MSCHE	/media/montclairedu/prov ost/middlestatesdocument s/middle-states-self- study.pdf
		/media/montclairedu/prov ost/middlestatesdocument
		/2012-PRR-Reviewers- Report-to-MSU-8.1.12- 1.pdf
	Accreditation Agency Handbooks on Rules of Practice and Procedure	e.g., http://nasd.arts- accredit.org/site/docs/NA SD%20HANDBOOK%2 0AND%20ADDENDA/N ASD_HANDBOOK_201
		4-15.pdf
	Accreditation Reports	Deans' Offices, Provost
	Alumni feedback	Office of Alumni Relations and Colleges
	Annual Institutional Profile of MSU	http://www.montclair.edu
		/oit/institutionalresearch/ AssessmentDocs/Excellen ce/Annual%20Institutiona l%20Profile- NJ%202013.pdf
	Annual Reports from Departments, Schools, and Colleges	Deans' Offices
	Board Charter	http://www.montclair.edu
		/board-of- trustees/committee- charters/
	Board of Trustees - NJ Conflict of Interest	http://www.montclair.edu

	/media/Montclair.edu/bot/ conflict_form.pdf
	http://www.montclair.edu
	/board-of-_trustees/minutes/
CIP Institutions	MSCHE
College Meeting minutes	Deans' Offices
Dean's Council Meeting minutes	Provost's Office
	http://www.montclair.edu
	/provost/faculty- handbook/governance/
	http://www.montclair.edu
	/human- resources/policies-and- procedures/employee-handbook/
	http://www.montclair.edu
	/provost/faculty-_handbook/academic-_policies/freedom/
Five Year External Committee Program Reviews (FERC) Reports	Deans' Offices, Provost's Office
FSEE Reports	Provost's Office
	http://www.montclair.edu
	/global- education/international-_services/hiring/guidelines/
	http://www.montclair.edu
	/human-_resources/resources/forms
	/unclassified5(n)-5(tc)6(la)6a1(s)9(our)7(c)11C qc7(w)17(.)-1(m)20(o)-5(n)-5

/oit/institutionalresearch/ AssessmentDocs/Excellence/Annual%20Institutiona l%20Profile-NJ%202013.pdf

http://www.montclair.edu
/human- resources/policies-and- procedures/union- contracts/
http://www.montclair.edu
/oit/institutional- research/fact-book/
http://www.montclair.edu
/president/university- counsel/
http://www.montclair.edu
/UniversitySenate/constit ution/

3. a Chief Executive Officer who:
a. is appointed by, evaluated by, and reports to the governing body and shall not chair the governing body;
b. has appropriate credentials and professional experience consistent with the mission of the organization;

roles and responsibilities;
c. members with credentials and professional experience consistent with the mission of the organization and their functional roles;
d. skills, time, assistance, technology, and information systems expertise required to perform their duties;
e. regular engagement with faculty and students in advancing the institution's goals and objectives;
f. systematic procedures for evaluating administrative units and for using assessment data to enhance operations; and

Agreement Article V

2015%20Agreement.pdf

http://www.montclair.edu
/oit/institutional- research/survey-
research/NSSE/NSSE%2 02003.pdf
http://www.montclair.edu

/president/university- counsel/
http://www.montclair.edu