

Internal Communications Worksheets

NASAD corresponds with member institutions primarily through their official institutional representative. Official institutional representatives vote on behalf of the institution, receive original copies of Commission Action Reports regarding accreditation status, are eligible to hold office in NASAD and participate in such activities as accreditation reviews to other applicant institutions. NASAD does not stipulate who this representative should be. Normally, institutions appoint the executive leader of the art/design unit; however, other administrators and faculty members with expertise in the discipline may also serve as institutional representatives. (*Resource:* see “[How to be an Official Institutional Representative to NASAD](#)”)

Each accredited institution and its art/design unit are responsible for developing sets of internal reporting responsibilities for and to an official institutional representative. Therefore, each institution needs to develop its own protocols for the distribution of copies of accreditation actions and other correspondence, or for forwarding information received electronically.

An institution may change its institutional representative by providing written notification to the National Office of NASAD. If the institution so wishes, an individual changing positions within the institution may continue as the official institutional representative. An institution may change its representative temporarily for purposes of voting at an annual meeting.

The following five worksheets contain examples of common events when NASAD especially recommends the establishment of an internal communications system. The worksheets are not inclusive of all steps in the application process for **Membership** or **renewal of Membership**, but rather are examples of such instances where an established communication system would be beneficial to the institution. The focus of the events listed in the worksheets is the communication, distribution, and/or use of information flowing between the Association and the institutional representative.

- **Membership / Renewal of Membership** ([PDF](#)) ([MSWord](#))
- **New Curricula** ([PDF](#)) ([MSWord](#))
- **Standards Reviews and Changes** ([PDF](#)) ([MSWord](#))
- **Higher Education Arts Data Services [HEADS]** ([PDF](#)) ([MSWord](#))
- **Web Site Access** ([PDF](#)) ([MSWord](#))

PLEASE NOTE: Use of these worksheets or similar distribution protocols is not a requirement of NASAD Membership.