

GUIDELINES FOR THE INSTITUTIONAL REPORT ADDENDUM

National Council for Accreditation of Teacher Education

March 2012

The unit is strongly encouraged to submit an Institutional Report (IR) Addendum in response to the Offsite BOE Report. The IR Addendum is vital for guiding the BOE team during the onsite review. With the IR Addendum the unit acknowledges the BOE team's statement about the evidence provided in the IR and exhibits, addresses continued areas for improvement (AFIs), areas of concern (AOCs), and provides requested evidence for the onsite BOE team to validate during the onsite visit.

The unit should consider the following while preparing the IR Addendum:

- The IR Addendum should supplement the original IR, rather than replace it.
- Responses, including evidence, must relate directly to the NCATE standards and procedures that applied at the time of the onsite review.
- The evidence should be limited to what has been requested by the offsite BOE team.
- Evidences accompanying the IR Addendum can be new documentation or changes made by the unit based on the Offsite BOE Report.

The IR Addendum should include:

- Responses to any continued areas for improvement and areas for concern.
- Clarifications and/or factual corrections to the BOE Offsite Report statement about the evidence, if necessary.
- Location in the electronic exhibit room of any new or revised documentation.

The following are formatting and submission requirements for the IR Addendum:

- The recommended length of an IR Addendum is 25 pages, not including additional exhibits.
- New or revised exhibits should be limited to what has been requested by the offsite BOE team.
- New or revised exhibits should be clearly dated and labeled as new or revised and added to the electronic exhibit room with URL links.
- The IR Addendum is to be transmitted to NCATE as electronic documents only through AIMS.
- The IR Addendum should be posted in AIMS under Visit Reports/IR Addendum.
- The IR Addendum must be submitted to NCATE 30 to 60 days prior to the onsite visit.