

Executive Sponsor Criterion Oversight: Roles & Responsibilities

The Executive Sponsor serves as the accountable lead for their assigned Criterion, ensuring all deliverables meet accreditation standards through the following actions:

Strategic Leadership & Delegation

- **Workflow Management:** Delegate tasks to Core Component teams and serve as the final reviewer for all deliverables.
- **Policy Advocacy & Cabinet Advancement:** Identify gaps requiring new or revised Board Policies (BP) or Administrative Procedures (AP), and advocate within Cabinet for necessary policy development or revision.
- **Institutional Alignment:** Ensure all decision-making and institutional practices remain strictly aligned with HLC Criteria.

Team Engagement & Support

- **Oversight Meetings:** Host biannual (Fall/Spring) check-ins with Core Component teams, utilizing individual or combined sessions as needed.
- **Feedback Loop:** Provide timely, constructive reviews of draft content and facilitate the collection of required documentation.
- **Problem Solving:** Offer Cabinet-level insights and direction to resolve roadblocks collaboratively.

Reporting & Milestones

- **Progress Updates:** Present status reports, drafted by your Leadership Teams, to the Provost's Leadership Team and Chancellor's Cabinet according to the following schedule:
 - **2025–2026:** Once per semester.
 - **2026–2027:** Twice per semester.
 - **Fall 2027–Present:** Monthly updates.
- **Site Visit:** Prepare for the formal accreditation visit in **Fall 2028 or Spring 2029**.