**INSTITUTIONAL FACT SHEET
for the Asia Theological Association**

*This Fact Sheet is your opportunity to talk about your institution. Please take adequate space to answer each question. We anticipate that your answers will take more space than is provided on this questionnaire.*

Initial preparation date for the *Fact Sheet:*

Date of most recent, subsequent update:

**Institutional and Program Accreditation Summary**

1. Full Name of the Institution (and abbreviation, if any)
2. Name and title of the head of the Institution
3. ATA accreditation status:

a. Date and Year of first ATA accreditation;

b. Date and Year of most recent ATA accreditation evaluation;

c. List all ATA-accredited programs, including the year each was first accredited

d. List all non-accredited or not-yet accredited programs

e. In (c) and (d) above, please identify any programs which already receive accreditation from another agency, and mention which agency.

1. Are you applying now for *new accreditation* of any programs?
 **Yes/No**.
[Note: new programs are *not* automatically accredited and are always subject to a full ATA evaluation process, even for previously accredited institutions.]
2. List all the programs being presented for *accreditation renewal*, specifying their primary course delivery modes.
3. If Yes [to #4.], for which *new programs* you are applying? List them here, specifying their primary course delivery modes. How long has each new program been in operation and how many graduates has it (or they) produced?
4. Are you seeking joint accreditation for any of the programs mentioned in #5 or #6 above?
 **Yes/No**.
If Yes, please identify which programs, and share details of the other agency involved. Please also specify if you are requesting a joint evaluation visit for these or separate evaluations.
5. For each of the programs mentioned above, have any substantive changes or revisions taken place (e.g. in the curriculum or delivery mode or other program aspects) since the last accreditation visit?
 **Yes/No**
If Yes, what changes have been made? Please explain fully the circumstances leading to the changes. What is the impact of these changes to the program and its students?
6. Similarly, what substantive changes have been made since the last accreditation visit in relation to the following areas:

a. Governance, leadership, and administrators

b. Finance and other resources (physical plant, etc.)

c. Educators

Please explain fully the circumstances leading to the changes. What is the impact of these changes to the operation of the institution and its programs?

1. What are your preferred dates for the evaluation visit?
(The ATA Office will advise if the dates are suitable; normally it should be at least 9-12 months *after* submission of the application for accreditation and this *Fact Sheet*. Institutions are also reminded that the *Stakeholder Study Report* and *Self-Study Report* need to be submitted 90 days prior to the scheduled evaluation visit.)

**Institutional and Program Statistical Summary**

1. Please supply statistical information for the current year and the previous four (4) years for each of the following (indicating if any current year statistics are incomplete):
	1. Student enrolment in *each* of the programs that the institution offers
	(please include programs that are not intended for accreditation)
	2. Educators (including librarians): list numbers full time/part time
	(grouped under their respective educational roles)
	3. Financial Summary:
		* 1. Total Revenue of the Institution
			2. Total Expenditure of the Institution
	4. Educational resources
		* 1. Library collection (number of volumes and number of titles;
			include separate numbers of digital titles)
			2. Number of periodicals (include separate numbers of digital titles)

**Governance and Strategic Plan Summary**

1. Mission and Vision Statements of the Institution
2. Leadership of the Institution
	1. Governing Body (list of members and their roles)
	2. Executive leadership (list all executive office holders and when they took office)
3. Please submit (as an appendix, if necessary) your current institutional strategic plan\* to highlight intentionality for future growth and development in line with your mission and vision. Please attach the projected budget for the duration of the plan. [\* If a formal strategic plan is not available, please describe here the main areas in which institutional and program growth and development is intended in the coming three to five years, and any specific objectives you may have.]

**Responding to the ATA’s Theological Education Values**

1. For *each* of the 25 values esteemed by ATA educators, listed in Part I: Section 1.3d of the ATA *Manual for Accreditation*, give one example showing how it is implemented in your institution.
2. Signature of the Head of the Institution