

PA 1: Sustainability Coordination

1 point available

A. Credit Rationale

This credit recognizes institutions with active committees, offices, or officers charged by the administration or board of trustees to coordinate sustainability work on campus. Institution-wide coordination helps institutions organize, implement, and publicize sustainability initiatives.

B. Criteria

Institution has at least one sustainability committee, office, and/or officer tasked by the administration or [governing body](#) to advise on and implement policies and programs related to sustainability on campus. The committee, office, and/or officer focuses on sustainability broadly (i.e., not just one sustainability issue, such as climate change) and covers the entire institution.

An institution that has multiple committees, offices and/or staff with responsibility for subsets of the institution (e.g. schools or departments) may earn points for this credit if it has a mechanism for broad sustainability coordination for the entire campus (e.g., a coordinating committee or the equivalent). A committee, office, and/or officer that focuses on one aspect of sustainability (e.g., an energy efficiency committee) or has jurisdiction over only a part of the institution (e.g., “Academic Affairs Sustainability Taskforce”) does not count toward scoring in the absence of institution-wide coordination.

C. Applicability

This credit applies to all institutions.

D. Scoring

Institutions earn 1 point for having at least one committee, office, and/or officer that meets the criteria outlined above. Partial points are not available for this credit.

E. Reporting Fields

Required

- ☐ Does the institution have at least one sustainability committee?
If yes, provide:
 - The charter or mission statement of the committee(s) or a brief description of each committee's purview and activities
 - Members of each committee, including affiliations and role (e.g., staff, student, or faculty)
- ☐ Does the institution have at least one sustainability office that includes more than 1 [full-time equivalent](#) (FTE) employee?
If yes, provide:
 - A brief description of each sustainability office

- Full-time equivalent (FTE) of people employed in the sustainability office(s)
- Does the institution have at least one sustainability [officer](#)?
 - If yes, provide:*
 - Name and title of each sustainability officer
- Does the institution have a mechanism for broad sustainability coordination for the entire institution (e.g. a campus-wide committee or an officer/office responsible for the entire campus)?
 - If yes, provide:*
 - A brief description of the activities and substantive accomplishments of the institution-wide coordinating body or officer during the previous three years

Optional

- For up to three sustainability officer positions, provide:
 - Job title of the sustainability officer position
 - Job description for the sustainability officer position (text or upload)
- The website URL where information about the programs or initiatives is available
- Additional documentation to support the submission (upload)
- Data source(s) and notes about the submission
- Contact information for a responsible party (a staff member, faculty member, or administrator who can respond to questions regarding the data once it is submitted and available to the public)

F. Measurement

Timeframe

Report on current sustainability committee composition and practices, office status, and/or officer position status at the time of submission.

Sampling and Data Standards

Not applicable

G. Standards and Terms

Full-time equivalent

Consistent with the [Organization for Economic Co-operation and Development \(OECD\)](#), full-time equivalent (FTE) is defined as follows:

A full-time equivalent, sometimes abbreviated as FTE, is a unit to measure employed persons or students in a way that makes them comparable although they may work or study a different number of hours per week.

An institution should report its best estimates for FTE figures, annualized as feasible and calculated according to relevant national, regional or international standards. IPEDS, for example, calculates the number of FTE staff by summing the total number of full-time staff and adding one-third of the total number of part-time staff.

Governing body

Governing body is defined as the highest governing body with ultimate authority at the site defined by the institutional boundary. This body might be called the board of trustees, board of governors, board of overseers, board of visitors or some other nomenclature. Institutions that are part of larger systems may have several boards that are involved in the institution's operation. The term governing body is intended to describe the board with the most direct involvement in campus governance and with the highest authority at that particular location.

Officer

"Officer" is inclusive of coordinators, managers, directors, and the equivalent.