# Registered Degree Program (RDP) Standards
*Adopted April 25, 2019, Revised May 23, 2019*

| STANDARD 1 | MISSION & CAPACITY |
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**Institutional and Program Eligibility**

A program seeking registration must demonstrate that it is housed within an institution that is accredited or recognized by:

An institutional accrediting body that is recognized by the U.S. Department of Education or U.S. Higher Education, or the appropriate education agency or authority in the institution's country of origin.

A program seeking registration must provide evidence and demonstrate that:

a)  The institution is accredited and/or recognized by other accrediting organizations.

b)  The program culminates at a minimum of eighteen (18) USA transferable college credits or thirty-six (36) European college credits or comparable international equivalent.

c) The program follows the graduation requirements of the institution, has an FM or related program, approved by the institution, has a Facility Management Program Advisory Committee (PAC), and demonstrates that it follows the FMAC Guidelines for a Registered Degree Program.

d) A minimum of two cohort classes have graduated from the program prior to submission of the application, or demonstration that the program has started within the institution and has admitted students. Programs may apply for Provisional Registration prior to the successful completion of two Cohorts graduated.

e) The majority of student work displayed as evidence of student achievement shall be from the current curriculum.

f)  Program outcomes are assessed are based on an on-going curriculum that has produced a body of work for review, taken from no longer than the preceding 5 years, or since the previous accreditation cycle.

Mission

The mission and purpose of the academic division that houses the facility management program shall be compatible with the definition of facility management as defined by IFMA. Facility Management is a profession that encompasses multiple disciplines to ensure functionality of the built environment by integrating people, place, process and technology.

Identify the mission statement and discuss its compatibility.

This standard is not intended to force all programs to be the same. It is understood that the emphasis on FM functions and responsibilities will differ from region to region throughout the world. Therefore, the standards shall be used to help shape an FM curriculum that characterizes the actual practice of facility

management and truly prepares students for careers in the working world.

Program Name
Each program and/or program option shall have the words "facility (facilities) management", "managing the built environment", "building sciences" or other similar terms in the title. Titles such as "business," "engineering" or "architecture," which imply that the focus of the program is in a related field of study, are not appropriate.

Identify the published program name.

**Identify the Program level**

1. **Program Definition**
   1. **A Certificate or Diploma of Completion must meet International Qualification Framework as outlined below:**
      http://www.kbatraining.org/docs/Qualification-Framework-Comparison-Chart.pdf

Level 3 qualifications recognize the ability to gain, and where relevant apply a range of knowledge, skills and understanding. Learning at this level involves obtaining detailed knowledge and skills. It is appropriate for people wishing to go to university, people working independently, or in some areas supervising and training others in their field of work.

Level 4 qualifications recognize specialist learning and involve detailed analysis of a high level of information and knowledge in an area of work or study. Learning at this level is appropriate for people working in technical and professional jobs, and/or managing and developing others. Level 4 qualifications are at a level equivalent to Certificates of Higher Education.

**Specific course requirements for each area of knowledge shall be clearly specified and shall meet or exceed RFMP standards; however, the program must address all the Outcomes as shown in 1 B**

**1. B   FM PROGRAMS**
Program must have a minimum of 18 USA credits (US Department of Education) or
International Qualification Framework – Level 3 & 4
http://www.kbatraining.org/docs/Qualification-Framework-Comparison-Chart.pdf

Course content must address the following areas:
- Introduction to facility management.
- Introduction to operations and maintenance.
- The basics of building systems.
- Emergency preparedness.
- Human factors.
- Sustainability

**2.A      Administration**

**2.B      Program Administration**
Programs in facility management should have an identifiable, qualified individual with direct responsibility for facility management program coordination and curriculum development. This
individual shall be a full-time faculty, part-time faculty member with appropriately allocated compensated non-teaching time, or an administrative employee of the institution.

Identify the individual and explain the role of that person in administering the facility management program.

**2.C      Administrative Leadership**
Individuals assigned to administer facility management programs must demonstrate effective leadership as defined by the institution and demonstrate satisfactory support for the program.
Provide a summary of the administrative leadership structure, including an organizational chart up to the Provost level, and the role of the administrative team members.

**2.D      Administrative Support**
There must be appropriate support for facility management from the personnel holding leadership positions in the departments and colleges where facility management is located.

Provide a summary of the support from the university or college level, up to and including the Provost and Dean level.

**2.E      Support Personnel**
Support personnel such as administrative assistants, teaching assistants, student work-study assistants, service technicians, teaching and learning specialists, student life staff, librarians, marketing, career services and other staff as appropriate shall be adequate to support program objectives.
Summarize the list, roles and qualifications of all program support staff.

**2.F.1      Facilities and Equipment**

**2.F.2      Adequacy of Facilities and Equipment**
Physical facilities and equipment, which are suitable to serve the goals and objectives of the program, shall be available for each program option. These include laboratory facilities, library resources, computer hardware and peripherals, facility management and office suite software, wireless broadband Internet access, etc.
Summarize the adequacy of facilities and equipment, including institutional classroom management procedures, dedicated facility management space, and available technical resources.

**2.F.3      Support for Facilities and Equipment**
Facility and equipment needs shall be reflected in the long-term goals, objectives and strategic plan of the program. Sources of potential funding shall be identified.

Identify long term facility needs (if any) tied to enrollment projections, and potential funding sources.

## 2.G    Computer Systems

### 2.G.1    Technical Support
Appropriate computer systems shall be available to students and faculty to cover functions and applications in each program area. These systems must be on-site, centralized or decentralized as long as the systems are accessible to students and faculty by networks and/or other appropriate equipment.

Summarize the software hardware and technical support available to students, including standard business applications, specialized FM systems, and institutional course management systems, including policies on their usage and application, and the degree to which they are used within the program.

## 2.H    Financial Resources

### 2.H.1    Financial Support
The budget for the facility management program shall be adequate to support program objectives, comparable to budgets of other similar programs within the institution or college, and available to the FM program director.

Summarize the program budget; how the budget is determined, managed and allocated within the institution, college and department, and comparison of the program budget to other departments of similar size and composition.

## 2.I    Library Services

### 2.I.1    Library Resources
The administrative unit containing the facility management program and/or the institutional library shall maintain a collection of current facility management literature and reference materials adequate to meet the curriculum and research needs of students and faculty in house, through the internet, or inter-library loans.
Summarize the adequacy of the library resources for FM students and faculty, the breadth/depth of the FM materials, and the budget annual available for expanding library offerings for the FM program, and how this budget has been allocated in the past.

## 2.J    Program Advisory Committee (PAC)

### 2.J.2    Program Advisory Committee (PAC) Meetings

The program advisory committee shall meet at least once each year and publish all recorded meeting minutes.

Provide copies of the last two PAC meeting minutes.

## STANDARD 3 – FACULTY

### 3. Faculty

The Foundation recognizes that the institutional and regional accrediting bodies have oversight for the standards and qualifications of for faculty commensurate with the degree level. The local authorities will set the minimum standards while the Foundation reserves the right to review and recommend standards for faculty qualifications.

### 3.A    Full-Time Faculty

We recognize that each institution has established qualifications for faculty. This includes education/academic achievement levels, full and part time assignments, length of service requirements, and appropriate teaching load requirements.

Our interest is to make sure that each program meets the institution's established qualification and to make sure that each program and program option shall have at least one appropriately qualified faculty member dedicated to the facility management program. Faculty qualifications shall include emphasis upon:

   a) Extent and pertinence of academic preparation;
   b) Extent, recency and pertinence of facility professional level experience (such as technical supervision or management);
   c) Extent, recency and pertinence of applied facility experience (such as technical applications); and
   d) Membership and participation in appropriate professional organizations.
   e) Provide a summary of full time faculty and adjunct faculty, their curriculum vitae, and a web screen shot of the faculty list on the program website.

### 3.A.1    Minimum Full-Time Faculty Qualifications

The minimum academic qualifications for a full-time faculty member shall meet the institution's established requirements in a discipline closely related to the faculty member's instructional assignments (except in unusual circumstances that must be justified individually). Professional degrees, licenses, certifications and other professional experience also will be considered in the evaluation process.

Provide the institutional and program level summary of qualifications to teach for full time faculty.

### 3.B.1    Minimum Adjunct or Part Time Faculty Qualifications

The minimum academic qualifications for adjunct or part time faculty members shall meet the institution's established requirements in a discipline closely related to the faculty member's instructional assignments (except in unusual circumstances that must be justified individually). Professional degrees, licenses, certifications and other professional experience also will be considered in the evaluation process.

Provide the institutional and program level summary of qualifications to teach for adjunct or part- time faculty.

### 3.C    Selection and Appointment Policies

Policies and procedures utilized in the selection and appointment of faculty shall be clearly specified and shall be conducive to the maintenance of high-quality instruction.

Provide the institutional and program level policies and procedures for hiring full, part-time and adjunct faculty.

### 3.D    Tenure and Reappointment Policies

Faculty tenure and reappointment policies and procedures shall follow the institution's established policies.

Provide a summary of the institutional tenure and re-appointment policies.

### 3.E    Faculty Loads

Faculty teaching, advising and service loads shall be comparable to the faculty in other professional program areas of the institution. Consideration shall be given in faculty teaching load assignments to high contact hours resulting from laboratory and studio teaching assignments.

Provide a summary of the faculty teaching loads for all faculty regularly teaching in the program. Also, include the institutional policy on faculty loads.

### STANDARD 4    CURRICULUM

### 4    Instruction

### 4.A    Syllabi and Course Manual Notebook

### 4.A.1 Syllabi

Course syllabi and other related course materials for each course specifically required by the FM program for their degree must be listed in the self-study, and fully included in the self-study report as an appendix, representing conformance to the institutional requirements, or the requirements listed below:

a) Course Number and title;

b) Instructor name and rank/title;

c) Subject matter to include goals, learning outcomes and competencies with reference to how they relate to the RFMP standards in Section 5 areas of knowledge covered;

d) Summary of assessment methods, including assignments, quizzes and tests;

e) Number of lecture and laboratory/workshop hours, as well as credit hours;

f)    Number of lectures, coached self-study, autonomous self-study, total workload. Provide course notebook with the following contents: syllabus, schedule and title of lectures, assignments, quizzes and exams and samples of graded student work for each grade level.

g) If course is required (core) or elective;

h) Prerequisites if required;

i)    Brief description of the course as shown in the program catalog or online summary;

j)    Required texts and/or required/recommended reading, including books, periodicals, web sources and other resources in a standard format;

k) Summary outline of subjects addressed in each lecture;

l) Grading methods describing attendance, participation, assignments, reports, examinations, presentations, grade percentage values, and so forth;

## 4.B   Course Manuals Notebook
Separate, labeled and tabbed course manuals notebook shall be available in hard copy for the site visit team, and shall include:

a) Syllabi and a screen-copy of the online course description

b) Written faculty summary of course objectives, teaching methodologies, and how integrative problem-solving activities are applied (one to two pages maximum)

c) Course mapping graphically showing how the learning outcomes and competencies are applied in the course and their relative density of application across the course.

d) A summary and brief description of the written and oral assignments within the course.

e) Evidence of at least one representative graded, de-identified assignment or assessment method for each competency identified, showing good, average and poor student work product, the grade for such assignment, and the faculty feedback provided. The assignment criteria as presented to students shall be supplied with the graded work.

f) Final grade distribution for each class section offered over the past two years.

g) Feedback methods, such as student rating of teaching surveys from students and de-identified results obtained, and explanation from the faculty how that feedback informs course improvements.

h) Program review of the course including information and results of the last program level course review, such as identified weakness and actions taken.

i) Course syllabi and other related course materials for each course specifically required by the FM program for their degree must be listed in the self-study, and fully included in the self-study report as an appendix, representing conformance to the institutional requirements, or the requirements listed above.

## 4.C    Program Level Assessment of Learning
Assessment tools and methods for the program. Evaluation of the scope of learning and tools for evaluation of student achievement of the objectives shall be clearly outlined to provide the site visit team an understanding of how the program assesses student learning outcomes and how these evaluations impact course content, course development, and course and program improvement.

Describe the program level ongoing annual assessment methods and provide evidence of assessment results. Identify how these results are published to students.

## 4.D    Program Balance
A reasonable balance must be maintained in course work between the practical application of "how" and the conceptual emphasis of "why." The learning associated with program competencies shall not be concentrated in a few courses, but dispersed in a reasonable distribution of coursework, ideally providing for ways of knowing, application of that knowledge and critical thinking skills.

Provide a summary of the types of integrative and problem-solving activities used in the program and a program mapping summary of all learning outcomes and competencies against the program course offerings.

**4. E    Oral presentations and technical report writing** shall be elements of each FM course requirements and emphasized by the program. Formal evaluation is required for each report and presentation.

Summarize the emphasis on communication skills at the program level, and the courses with the greatest application of communication-based assignments. Provide the course level summary of written and oral assignments.

## STANDARD 5    STUDENTS

**5    Students**

**5.A    Admission and Retention Standards**
Admission and retention standards shall be used to ensure that students enrolled are of high quality. These standards shall compare favorably with the institution's standards. Sources of information may include admission test scores, secondary school rankings, grade point averages, course syllabi, course examinations, written assignments and oral presentations.

**5.A.1    Recruitment and Articulation Agreements**
Institution should have established pathways for recruitment of students from high schools, trade schools and industry affiliations as well as Articulation Agreements with other institutions of higher education. Provide a description of these recruitment efforts.

Provide evidence of scholastic success of FM students in comparison to institutional norms.

**5.C    Placement Services**
Appropriate services shall be available to assist with the placement of program interns and graduates. Placement of graduates shall be tracked and the effectiveness of the services shall be evaluated by the administrative unit containing the facility management program.
Provide a summary of the program graduate and internship placement programs, advising procedures and staffing with website links to the program career services office where information is provided for students.

**5.D    Placement of Graduates**
The initial placement, job titles, job descriptions and salaries of graduates shall be consistent with the program goals and objectives. Follow-up studies of graduates shall be conducted at least every six years to coincide with reaccreditation and made available to students and prospective students.
Provide summary placement statistics including placement rates and salary levels of program graduates, and indicate how this information is made available to students and prospective students.

**5.E	Student Evaluation of the Program**

Evaluations of the facility management program shall be made by its graduates at least every six years to coincide with reaccreditation. Student evaluations of individual classes shall be conducted on a regular basis.

Provide sample survey forms and results of graduate surveys evaluating the program and/or institution. Provide results of individual courses surveys in the course manual.

**5.F	Student Enrollment and Retention**

The level of available resources shall be considered as a constraint on the maximum number of qualified students to be admitted to the program. Enrollment and retention shall be tracked, and factors affecting enrollment and retention patterns identified and analyzed. Enrollment projections shall be made that relate closely to short and long-range goals and resource needs.

Explain the program's enrollment history, projections and trends supported by a summary of student enrollment and retention data for the past five years.

**5.G	Academic Advisory and Counseling Services**

Adequate and timely academic advising and counseling services shall be made available for students.

Provide a summary of academic advising services, staff to student ratios, and advising usage reports. Provide a copy of standardized advising and academic progress report forms.

**5.H	Ethical Practices**

Ethical practices shall be fostered, including equitable student tuition refunds and non- discriminatory practices in admissions and employment.
Explain the program and institutional policies on ethical practices, tuition refunds, admission practices and employment.

**5.I	Academic Honesty and Plagiarism**

An institution's recruiting material shall emphasize its commitment to academic integrity and reject plagiarism for both classroom and online courses. Student orientation meetings and course syllabi shall contain the same material. Typical disciplinary actions for individuals deemed to have cheated shall be explained, publicized, and readily available to all students.

Provide the academic dishonesty policies and indicate where they are publicized for students.

**6.       SUMMARY OF FACILITY MANAGEMENT PROGRAM CURRICULAR OUTCOMES AND COMPETENCIES**

Course content must address the following areas:
- Introduction to facility management.
- Introduction to operations and maintenance.
- The basics of building systems.
- The application of technology.
- Emergency preparedness.
- Human Factors.
- Sustainability

Candidacy Application requires a preliminary discussion with the Academic Affairs Committee of the Foundation followed by: Description of the Program, Curriculum and Course Sequence, Course Mapping to the Standards and sample syllabi, and a description of the Institution in which the program is offered. The Foundation will review applications between September and November of the year preceding a request for Review of appropriateness for RFMP status. Site visits will be scheduled during the spring academic term.

THE "RFMP" designation will entitle program to be listed in all Foundation materials, students will be eligible for student membership in IFMA, sponsorships and scholarships, competitions and 1-year free IFMA Membership upon completion.

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**IFMA FOUNDATION**
**Registered Degree Program Schedule & Fees**

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| Registration Process | "New Registration" | 5-year Review "Re Registration" |
|---|---|---|
| 1. *Candidacy Process | $1,000 + travel expenses | $ 0 (if in good standing) |
| 2. Self-Study Application Fee | $1,000 | $1,000 |
| 3. *Site Visit Fee | $2,500 + travel expenses | $2,500 + travel expenses |
| 4. Annual Fees / year | $750 / year | $750 / Year |

(The typical accreditation / reaccreditation process: first year accreditation / reaccreditation (candidacy +self-study application fee +site visit fee), next 5 years requires an annual fee. Then in the 6th year a reaccreditation will be required followed by the annual fees) All of the above costs are represented in US $ Dollars (USD $'s)

*These costs do not include the travel expenses associated with the Candidacy and Site Visits. It is the FMAC's desire to keep all travel expenses to a minimum.