

COMMISSIONER APPLICATION INFORMATION

In accordance with the Accrediting Commission for Community and Juniors Colleges (ACCJC) Bylaws, Article IV, Section 1, whether nominated by another person, or self-nominated, individuals that wish to be considered will complete application materials required by the Commission. All applicants and nominees, except those currently sitting Commissioners seeking re-election, will be asked to submit a Commissioner Application Form on the ACCJC website. Within that form, nominees will submit the following:

- a. A letter of application stating the basis for interest in serving on the Commission
- b. A resume
- c. Two letters of recommendation

All nomination letters, Commissioner Application Forms, and supporting documents must be **submitted no later than 3:00 p.m. on May 21, 2021**, to receive consideration as per the ACCJC Bylaws.

Appointments will be effective July 1, 2021. The election results will be announced in late June. Commissioner appointments are for a three-year term. A Commissioner may normally serve a maximum of two three-year terms. It is the practice of the Commission to actively seek balanced membership on the Commission as outlined in the ACCJC Bylaws.

Duties of Commissioners:

Commissioners serve on the decision-making body that determines the accredited status of member institutions. They also serve as board members of ACCJC, which is a nonprofit organization established in California. Commissioners adopt and revise policies and standards and review monitoring data from member institutions.

Commissioners must be able to commit to being present at two three-day Commission meetings per year, held in January and June, and to attending a three-day Board Meeting and Development Workshop once per year, in late fall. These events are usually held face to face, so travel is required. Commissioners also serve on committees, such as the Substantive Change Committee, the Policy Committee, and the Evaluation and Planning Committee. Committee meetings generally meet virtually as needed, typically by Zoom.

Commissioners are expected to have a general knowledge of higher education and awareness of regional and national policy discussions related to higher education. Commissioners who are not members of the public or Category 2 members (ACCJC Bylaws, Article III, Section 1) are expected to have a working knowledge across the operational areas of a college, as well as the ACCJC Accreditation Standards and processes.

Commissioners engage in the comprehensive reviews of member institutions including follow-up, special reviews, and midterm reports. During the months of December and May, each Commissioner must examine college reports and evidence, team reports and other provided information for each review, comprising voluminous pages of electronic material. Thus, they must be able to use electronic technology for the review of voluminous electronic materials, access internet cloud files, and work on shared electronic documents with other Commissioners to support these tasks.

There are conflict of interest and ethical responsibilities for Commissioners. Please see the attached *Policy on Conflict of Interest for Commissioners, Evaluation Team Members, Consultants, Administrative Staff, and Other Commission Representatives, Policy on Professional and Ethical Responsibilities of Commission Members*, and *ACCJC Bylaws* for information about serving as a Commissioner. Candidates should note that if elected to the Commission, individuals might have to limit their roles with certain other organizations that may otherwise cause a conflict.

Please note that Commissioners serve without honorarium, although all necessary expense of participation is reimbursed. The online [Commissioner Application Form](#) is available on the ACCJC Website. **All nomination letters, Commissioner Application Forms, and supporting documents must be submitted no later than 3:00 p.m. on May 21, 2021.** For questions, please contact:

Alexandra Spring, Events and Communications Manager

Email: communications@accjc.org