



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 the following:

- a. A letter of application stating the basis for interest in service on the Commission.
- b. A completed ACCJC data/biographical form.
- c. A resume and two letters of recommendation.

Applications or nominations should be submitted to the Commission office on or before **3:00 p.m., April 15, 2019** to receive consideration as per the ACCJC Bylaws.

Appointments will be effective July 1, 2019. The election results will be formally announced at the June 2019 meeting of the Commission. 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.

Definition of a Public Member:

A representative of the public means a person who is not (1) an employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited or pre-accredited by the ACCJC or has applied for accreditation or pre-accreditation; (2) a member of any trade association or membership organization related to, affiliated with, or associated with the agency; or (3) a spouse, parent, child, or sibling of an individual identified in (1) or (2) of this definition. Public Members must maintain this eligibility status throughout their term of office.

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 the ACCJC, which is a nonprofit organization established in California. Commissioners adopt and revise policies and standards and review monitoring data from member institutions. They may be asked to serve on evaluation teams or in other capacities.

Commissioners 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. Commissioners also serve on committees, such as the Substantive Change Committee, the Policy Committee, and the Evaluation and Planning Committee, which generally meet as needed, typically by conference call.

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 representatives from secondary institutions 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 approximately two dozen institutions each year and in several follow-up or special reviews. 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. They must be able to use electronic technology for the review of voluminous electronic materials, able to access internet cloud files and to work on shared electronic documents with other Commissioners. To support these tasks, Commissioners must have computer technological proficiency and adequate personal computer resources.

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.

Commissioners serve without honorarium, although all necessary expense of participation is reimbursed. Commissioner applications and nominations should be sent as PDF attachments via email no later than **3:00 p.m., April 15, 2019** to:

Alexandra Spring, Events and Services Coordinator
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