January 29, 2016

Dear Presidents and ALOs,

The ACCJC needs additional evaluators to staff visiting teams in the future. As you are aware, there is a lot of transition in colleges today, and many of the evaluators in our database have retired, left the region, or are otherwise unavailable. The skill requirements of evaluators have also changed to reflect the changes in our institutions and the programs they offer.

The ACCJC is interested in receiving applications from all candidates who wish to serve on evaluation teams. At present the ACCJC is looking for at least 50 “first timers” to staff teams in the 2017-18 academic year.

The most significant needs are in the following areas:

- FACULTY – teaching faculty in all disciplines; teaching counselors and teaching librarians
- Academic Deans and Vice-Presidents
- Career Technical Experts – both faculty and Academic Administrators
- Fiscal Experts – Chief Financial Officers and Chief Business Officers
- Program Experts – Especially Distance Education, Student Learning Outcomes (Coordinators and other experts), Researchers (Institutional Research and Planning), and CTE.

The ACCJC also wants to enhance the diversity of its evaluator pool. If you have candidates that you would like to recommend to the ACCJC, please have them complete the attached Bio-Data Form and return it to the ACCJC at accjc@accjc.org.

Thank you for your continuing interest and support of the ACCJC and its goal of improving the quality and success of its members.

Attachment

Tom Lane
Accrediting Commission for Community and Junior Colleges
10 Commercial Blvd Ste 204
Novato, CA 94949
Tel: 415-506-0234
Fax: 415-506-0238
ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES
Western Association of Schools and Colleges

Bio Data Form for Evaluators
(Please type or print)

(Mr.) (Ms.) (Dr.) Name____________________________________________________ Gender M F

Title__________________________________ Institution______________________________

Address______________________________________________________________________

Current Position:
Administration____ Instructional Faculty____ Student Support Services____ Library/Learning Resources____ Trustee____

Describe your role:_____________________________________________________________

Business Telephone:_____________________________ Business Fax:____________________

Business Email:______________________________________________________________

Home Address (Optional):____________________________________________________

Home Telephone (Optional):________________________ Home Fax (Optional):____________

Home Email (Optional):_______________________________________________________

Professional Education:

<table>
<thead>
<tr>
<th>Earned Degree</th>
<th>Year</th>
<th>Institution/Field</th>
<th>City and State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Professional Experience:

Administrative Experience (____ Yrs.) Describe:____________________________________

Teaching Experience (____ Yrs.) Major Discipline/Field:________ Related Discipline/Field:________

Student Support Services Experience (____ Yrs.) Describe:____________________________

Library/Learning Resources Experience (____ Yrs.) Describe:___________________________

Trustee Experience (____ Yrs.) Describe:____________________________________________

Other Professional Experience (____ Yrs.) Describe:__________________________________
(Grants, Research, etc.)

Based on my knowledge of this individual and his/her qualifications and abilities, I recommend him/her as evaluator.

CEO Recommendation__________________________ Signature___________________________
Special Qualifications/Experience (check all that apply and describe):

- Fiscal Management
- Facilities Management
- Human Resources
- Faculty Staff Development
- Student Learning Outcomes (Design and Assessment)
- Program Review
- Instructional Methodologies
- Educational Technology
- Distance Education (Design and Assessment)
- Correspondence Education
- Institutional Planning/Evaluation
- Career/Technical Education
- General Education
- Baccalaureate Programs
- Adult/Pre-Collegiate Education
- Non-Credit
- Other (describe)

Describe Your Qualifications/Experiences

- 
- 
- 

Other Qualifications/Experience:

- 
- 
- 

Note: All evaluators are expected to have general computer and word processing skills required for team work.

Accreditation Experience:

- 
- 
- 

Professional Awards/Affiliations:

- 
- 
- 

Ethnicity (optional)

Signature   Date

Please attach a résumé.

Please return this form to:
Accrediting Commission for Community and Junior Colleges
10 Commercial Blvd., Suite 204, Novato, CA 94949
Tel: 415-506-0234  Fax: 415-506-0238