



Date: March 23, 2018

To: Chief Executive Officers and District Chancellors; Accreditation Liaison Officers of ACCJC Member Institutions; Other Interested Parties

From: Richard A. Winn, President

Subject: Announcement of Commission Vacancies; Request for Nominations and Applications

The Accrediting Commission for Community and Junior Colleges (ACCHC) is seeking nominations and applications for individuals who wish to be considered for election as Commissioners for the ACCJC.

Commissioners are elected for a three-year term and are eligible for re-elections for a second three-year term. The composition of the Commission membership can be found in the ACCJC Bylaws, Article IV, which can be accessed in the ACCJC website www.accjc.org. I also encourage you to review the Duties of the Commissioner found in the attached Commission Application.

The ACCJC is seeking nominations and applications for the following positions:

Two Academic Members

In addition, the ACCJC announces that three other Commission positions are held by incumbents who are eligible for election to a second three-year term:

One Academic Member: Dr. Kevin Bontenbal

One Administrative Member: Dr. Sonya Christian

One Public Member: Dr. Karolyn Hanna

This memorandum serves as the invitation for applications and nominations for the above noted Commission positions. Nominations may be sent via a letter that names the nominee, his or her contact information, and the specific Commission vacancy for which the person is being nominated, and should be signed and dated by the person making the nomination. Persons may also self-nominate by the same process. **Nomination letters may be sent by US Post, email scans, or fax, and must arrive at the ACCJC office by 3:00 p.m., April 20, 2018.**

All nominees will be contacted by the Commission, be asked to agree to be nominated, and asked to complete a Commissioner Application Background Data form.

The nominating committee of the ACCJC will meet in early May to nominate a slate of candidates from among the nominees. After a slate is so identified, member college CEOs will

be given the opportunity to nominate additional at-large candidates for the ballot. At-large candidates with the requisite number of endorsements will be added to the ballot. Ballots will then be emailed to each institutional CEO in May and the election results will be announced at the June 2018 Commission meeting. Elected Commissioners will begin their service July 1, 2018, serve a three-year term, and may stand for election to a second three-year term.

The Commission's Policy on Conflict of Interest for Commissioners, Evaluation Team Members, Consultants, Administrative Staff, and Other Commission Representatives, the Policy on Professional and Ethical Responsibilities, and a roster of current ACCJC Commissioners are attached to this memo.

COMMISSIONER APPLICATION INFORMATION

A person who is nominated or wishes to apply for consideration shall submit a letter of interest, a completed Commissioner Application Background Data Form (enclosed), a resume and contact information for two references (see Commissioner Application Background Data Form); letters of recommendation are optional.

Applications or nominations should be submitted to the Commission office on or before **3:00 p.m., April 20, 2018** to receive consideration as per the Bylaws of the Accrediting Commission for Community and Junior Colleges (ACCJC).

Appointments will be effective July 1, 2018. The election results will be formally announced at the June 2018 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 policy of the Commission to actively seek balanced membership on evaluation teams and on the Commission itself.

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 as board members of the ACCJC, which is a nonprofit organization established in California. They also serve on the decision-making body that determines the accredited status of member institutions. Commissioners will adopt, revise policies and standards and will 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 may 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 at least two dozen institutions each year and in 50 or more 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 thousands of 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* and *Policy on Professional and Ethical Responsibilities of Commission Members*. 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 no later than **3:00 p.m., April 20, 2018** to:

ACCJC
10 Commercial Boulevard, Suite 204
Novato, CA 94949
Telephone: 415-506-0234
FAX: 415-506-0238
Email: accjc@accjc.org



COMMISSIONER APPLICATION BACKGROUND DATA FORM

NAME: _____

Home Address:

STREET CITY ZIP

Preferred Phone: _____ Cell Home

Preferred Email: _____

Professional Employment:

Current Position

Work Address

Work Phone: _____ Fax: _____

Work Email: _____

Previous Position(s):

Years	Position
_____	_____
_____	_____
_____	_____

Describe your Institutional Evaluation experience, if any:

Describe your Accreditation experience, if any:

Degrees and Institutions where earned:

Professional Recognitions (institutional, regional or state committees, etc.) or Professional Honors, if any:

Community Leadership Roles, including any experiences with Community or Two-Year Colleges: (for Public members only)

References:

Name: _____

Address: _____
STREET CITY ZIP

Phone: _____ Cell: _____

Email Address: _____

Name: _____

Address: _____
STREET CITY ZIP

Phone: _____ Cell: _____

Email Address: _____

DEADLINE: 3:00 p.m., April 20, 2018

Please return this form accompanied by a letter of interest and resume to:

Jessica Dreier
Commission Services Manager, Executive Assistant to the President
Accrediting Commission for Community and Junior Colleges
10 Commercial Blvd, Suite 204, Novato, CA 94949
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E-mail: jdreier@accjc.org