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## 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 **5:00 p.m., April 21, 2017** to receive consideration as per the Bylaws of the Accrediting Commission for Community and Junior Colleges (ACCJC).

Appointments will be effective November 1, 2017. The election results will be formally announced at the June 2017 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 and 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 3-day Commission meetings per year, held in January and June, and to attending a 3-day Board Meeting and Development Workshop once per year in March. Commissioners may also serve on committees, such as the Substantive Change Committee, the Policy Committee, and the Evaluation and Planning Committee, which generally meet two to three times per year.

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 **5:00 p.m., April 21, 2017** to:

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

RW/jd

Attachments



Describe your Accreditation Experience if any:

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Degrees and Institutions where earned:

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

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

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**References:**

Name:

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Address

Street

City

Zip

Phone

Cell

Email

Name:

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Address

Street

City

Zip

Phone

Cell

Email

Signed

Date

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**DEADLINE: 5:00 p.m., April 21, 2017**

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

**Richard Winn, Interim President  
Accrediting Commission for Community and Junior Colleges  
10 Commercial Blvd, Suite 204, Novato, CA 94949  
Phone: 415-506-0234; Fax: 415-506-0238; Email: [accjc@accjc.org](mailto:accjc@accjc.org)**