

Date: February 29, 2024

To: Chancellors, Superintendents, Presidents, and Accreditation Liaison Officers of ACCJC Member Institutions; Other Interested Parties

From: Mac Powell, President *MP*

Subject: ACCJC Spring 2024 Election – Nomination and Application Instructions

On behalf of the Accrediting Commission for Community and Junior Colleges (ACCJC), the [ACCJC Nominating Committee](#) is seeking nominations and applications from individuals who wish to be considered for election as Commissioners to ACCJC. The Nominating Committee is particularly seeking candidates who would advance ACCJC's [core values](#) and [commitment to social justice](#).

The spring 2024 vacancies are as follows:

Category 1 Commissioners

Three Academic Members

Academic Members shall bring faculty experience and may be a current faculty member, academic administrator, librarian, or other academic reflecting the diversity of the region and/or institutional membership. At least three of the Commission's five academic members shall be current faculty members at the time of their election.

Terms of Service: Commissioners are elected for three-year terms and are limited to two (2) three-year terms unless elected as an officer for a term that extends beyond a sixth year.

Commission Composition: A [summary of the Commissioner categories, types, and special definitions](#) is available on the ACCJC website. Please review this document carefully before making a nomination.

Nomination and Application Information:

The process for nominating and electing Commissioners is described in the [ACCJC Bylaws \(Article 4\)](#). **Nominations** may be made in a letter that names the nominee, includes their contact information, and describes the rationale for the nomination. The nomination letter may serve as one of the nominee's required letters of recommendation (see below). **Nomination letters should be sent to Alexandra Spring at communications@accjc.org.**

Whether recommended by others or self-nominated, all nominees will be asked to complete an online application form (see below). Within that form, nominees will submit the following:

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

Before completing the online application, nominees will be asked to review Commissioner expectations described in the application, as well as the [Policy on Conflict of Interest for Commissioners, Evaluation Team Members, Consultants, Administrative Staff, and Other Commission Representatives](#), the [Policy on Professional and Ethical Responsibilities of Commission Members](#), and the [ACCJC Bylaws](#) for information about serving as a Commissioner. Nominees should note that if elected to the Commission, they may need to limit their roles with certain other organizations to avoid conflicts of interest.

All nomination letters, Commissioner Application Forms, and supporting documents must be submitted no later than 3:00 p.m. (PDT) on Friday, March 29, 2024, to receive consideration.

[CLICK HERE TO ACCESS THE COMMISSIONER APPLICATION FORM](#)

Election Next Steps:

The ACCJC Nominating Committee will meet in **April** to nominate a slate of candidates from among the applicants. After a slate is identified and announced to the field, member college CEOs will have the opportunity to nominate additional at-large candidates for the ballot. At-large candidates with at least 10 endorsements from CEOs and who meet all requirements of the ACCJC Bylaws will be added to the ballot in competition with the slate candidate(s) of the same position. Ballots will be emailed to each institutional CEO in **May** and election results will be announced at the Open Session of the June 2024 Commission meeting and posted to the ACCJC website. Elected Commissioners will begin their three-year term on **July 1, 2024**.

New Commissioner Orientation:

The **New Commissioner Orientation** is scheduled for Tuesday, June 4, 2024, from 3:00 – 5:00 p.m. with dinner to follow. As part of our “Commissioners Rising” orientation program, we also invite and encourage newly elected Commissioners to attend one or both days of the Commission meeting as observers (June 5-6). *All costs of attending would be covered by ACCJC.* We ask that applicants hold the dates on their calendars in the event they are elected to serve on the Commission.

Please feel free to direct questions to me or to **Alexandra Spring, Communications Director**, at communications@accjc.org.

Thank you in advance for your interest and participation in this important process!