



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

**To: Accredited Members and Other Interested Parties**  
**From: Julie Basler, Ph.D., Chair of the Commission**  
**Michale S. McComis, Ed.D., Executive Director, ACCSC**  
**Date: July 1, 2017**  
**Re: Call for Nominations to Serve as an ACCSC Commissioner**

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## [Call for Nominations to Serve as an ACCSC Commissioner](#)

On behalf of the Accrediting Commission of Career Schools and Colleges (ACCSC) and in accordance with the organization's *Bylaws*, the ACCSC Nominating Committee seeks nominations of potential candidates for election to serve on the ACCSC Board of Directors as a Commissioner.

During this nomination cycle, the ACCSC Nominating Committee is charged with filling three (3) vacancies on the Commission to serve the following terms:

- One (1) elected School Commissioner to serve a four-year term to begin July 1, 2018 and to end June 30, 2022;
- One (1) appointed School Commissioner to serve a four-year term to begin July 1, 2018 and to end June 30, 2022;
- One (1) appointed Public Commissioner to serve a four-year term to begin July 1, 2018 and to end June 30, 2022.

### **School Commissioners:**

One School Commissioner seat will be filled through the membership election process as set forth in *Section 1.04 (a)* of the ACCSC *Bylaws*. One School Commissioner seat will be filled through the appointment process as set forth in *Section 1.04 (b)* of the ACCSC *Bylaws*. Specific eligibility requirements for School Commissioners to serve on the Commission are defined in *Section 1.01* of the ACCSC *Bylaws* as follows:

*School Commissioner. A person who:*

- Is an experienced proprietor, owner, or bona fide executive of a member of the Corporation as described in Section 2.01 hereof that has been accredited by ACCSC for at least five years without the issuance of a Warning or Probation<sup>1</sup> at the time of or during the five years preceding the individual's nomination to serve as a School Commissioner;*
- Is active in school operations;*
- Has a past record demonstrating:*
  - A commitment to providing quality education to students;*
  - A commitment to ethical, fair, and honest practice; and*

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<sup>1</sup> Applies to any member amongst a group of members with which an individual is affiliated.

3. *Compliance with accrediting standards and applicable federal, state, and local requirements; and*

iv. *Has been elected or appointed to serve on the Commission pursuant to Section 1.04 hereof.*

*The Commission shall not have among its membership more than one (1) School Commissioner affiliated with a single member of the Corporation or multiple members of the Corporation under common ownership and control.*

### **Public Commissioners:**

One Public Commissioner shall be appointed by the Commission after affording the members of the Corporation the opportunity to comment as set forth in *Section 1.05* of the ACCSC Bylaws. Specific eligibility requirements for Public Commissioners to serve on the Commission are defined in *Section 1.01* of the ACCSC Bylaws as follows:

Public Commissioner. *A person who:*

- i. *Has experience in industry, government, education (e.g., accreditation, postsecondary, public, private, adult or vocational/career-oriented), or in similar or allied fields;*
- ii. *Is not an employee, member of the governing board, owner, shareholder, or consultant of an institution that is accredited by the Commission, has applied for accreditation by the Commission, or is affiliated with a School Commissioner or any institution or entity which is also affiliated with a School Commissioner;*
- iii. *Is not a member of any trade association or membership organization related to, affiliated with, or associated with ACCSC;*
- iv. *Is not a spouse, parent, child, or sibling of an individual identified in paragraph (ii) or (iii) of this definition; and*
- v. *Has been appointed to serve on the Commission pursuant to Section 1.05 hereof.*

### **Requirements of an ACCSC Commissioner:**

In order to conduct business in an effective manner that is supportive of ACCSC activities and goals, the Commission meets and participates in several activities throughout the year. An annual schedule includes the following:

- Attendance at four (4) four-day meetings a year;
- Attendance at the Commission's Annual Meeting and Professional Development Conference;
- Attendance at minimally four (4) conference call meetings, one per quarter; and
- Committee work in one or more of the Commission's policy areas.

The Commissioner's meetings require **significant** preparation as each Commissioner reads an array of assigned files that contain information garnered through the accreditation process and then contributes to and participates in each accreditation action taken by the Commission. In addition, each Commissioner is assigned to committee work in areas such as interim monitoring, program review, progress reporting, financial review, and standards review. Moreover, honesty, integrity, impartiality, and good judgement are essential traits to be an ACCSC Commissioner and necessary to ensure that ACCSC meets its mission, conducts its business in accordance with established rules, and makes

sound, fair, and consistent accreditation decisions that yield a high level of confidence in ACCSC and the accrediting process. The avoidance of misconduct and conflicts of interest on the part of the Commissioners through informed judgment is indispensable. For this reason, a strict Code of Conduct is required of all Commissioners. Please be advised that a file check will be made regarding the status of a nominee's school(s) as well as reference and background checks prior to the interview stage.

Serving as a Commissioner for ACCSC requires a strong commitment to vocational and career-oriented education as well as ACCSC's mission and core values. Serving in this capacity also provides an opportunity to: help improve institutions and the opportunities available to students as well as the quality of the accreditation process and the ACCSC *Standards of Accreditation* and to network with a group of outstanding peers. We hope that you will give serious consideration to serving on the Commission or in helping to identify the best people to function in this capacity.

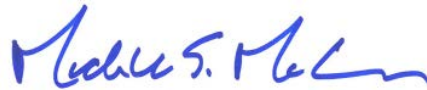
Nominees should submit the Call for Nominations to the Commission Part I & Part II accompanied by a current résumé to the ACCSC office or via email to Maurya Scanlon Sorokes at [mscanlon@accsc.org](mailto:mscanlon@accsc.org) **on or before November 3, 2017.**

For any additional information, please feel free to contact Michale S. McComis, Executive Director, at 703.247.4520 or [mccomis@accsc.org](mailto:mccomis@accsc.org).

Thank you in advance for your consideration,



Julie Basler, Ph.D.  
Chair of the Commission



Michale S. McComis, Ed.D.  
Executive Director



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**CALL FOR NOMINATIONS**  
**ACCSC COMMISSIONER / BOARD MEMBER**  
Nomination Form–Part I

Nominee Information

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Corporation Name \_\_\_\_\_

I am a (check all that apply):

- Appeals Panel member
- Manager/Executive of an ACCSC-accredited School
- Team Leader
- Former ACCSC Commissioner
- ACCSC Committee Member
- Other – Please specify \_\_\_\_\_

I attest that I have no affiliation with any other school represented by a sitting ACCSC Commissioner and that all information submitted with this nomination is true and accurate to the best of my knowledge & belief. I also understand that if selected to move forward, I will be subject to a criminal background check by ACCSC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this form along with the Nomination Form–Part II and a current résumé ***no later than November 3, 2017*** to the attention of:

Michale S. McComis, Ed.D., Executive Director  
ACCSC  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201

**CALL FOR NOMINATIONS**  
**ACCSC COMMISSIONER / BOARD MEMBER**  
 Nomination Form–Part II

Please provide the following information:

1. Please list all schools with which you are affiliated.

ACCSC-Accredited Institutions	Other Institutions

2. Are any of the above-listed institutions currently operating under a Show Cause Order, Probation Order, or any other similar status with any accrediting agency or state or federal regulatory agency?
3. Please list your education, work experience and background.<sup>2</sup>
4. Please list your management and leadership experience in postsecondary career-oriented institutions.
5. How do you think your education and experience will support and form your role as an ACCSC Commissioner and Board Member?
6. What motivated you to put forth this nomination to be an ACCSC Commissioner and Board Member?
7. What is your general philosophy regarding accreditation?
8. Explain how you believe you will be able to and have the necessary support to conduct the significant amount of reading, thinking, and assessment necessary to serve as an ACCSC Commissioner.
9. What do you think you can contribute to ACCSC and the membership of schools as an ACCSC Commissioner and Board Member?
10. Please provide any other information that you believe supports your nomination.

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<sup>2</sup> ACCSC will request a copy of official transcripts should the Nominating Committee advance your nomination for election.