

PROPOSED CHANGES

Key: ~~Deleted~~, Added, Explanation

Policy on the Commission Nominating Committee

In order to assure proper balance and representative membership on the Commission on Accreditation, the following procedures ~~should~~ will be used by the Nominating Committee.

Procedures

1. **Nominating Committee.** The Nominating Committee ~~shall~~ will be composed of the officers of the Commission (i.e. chair, vice chair, and secretary). The Nominating Committee ~~shall~~ will develop a list of eligible candidates to be nominated for future vacancies on the Commission on Accreditation using the following the guidelines.
2. **Elected offices.** Eligible candidates to be nominated for election to the Commission on Accreditation are administrators and faculty members of accredited member institutions or programs. Administrative representatives must be currently or recently engaged in a significant manner in program or institutional administration at the postsecondary level; academic representatives must be currently or recently engaged in a significant manner in postsecondary teaching and/or research (including learning resource and research support, and/or curriculum development). The Nominating Committee ~~shall~~ will survey the ABHE staff and chief executive officers of member schools for candidates to fill future vacancies.
3. In selecting nominees to present before the Association Delegate Assembly for a vote, the Nominating Committee ~~shall~~ will consider the following:
 - a. The composition of ABHE Commission on Accreditation:
 - (1) Denominational balance and representation,
 - (2) Geographical balance and representation,
 - (3) Representation of institutions or programs based on size, level of education offered, and type of accreditation held,
 - (4) Representation from Canadian institutions or programs,
 - (5) Representation of women and minorities, and
 - (6) Representation of both administrators and academicians.
 - b. The credentials of candidates:
 - (1) Documentation of competence in terms of education and expertise.
 - (2) Past service and activity in association affairs (e.g., Commission service, annual meeting participation, evaluation team participation, consultative activity, contribution to ABHE publications).
 - (3) Years of service in ABHE accredited member institutions or programs.
 - (4) Contribution to institutions or programs of biblical higher education.

Item 4 moved here from "Procedures for the Selection of Alternate Commissioners" in the COA Handbook (adopted February 2003) and modified as indicated below.

4. **Vacancies.** Commissioners serving three years of an unexpired term will be deemed to have served a full term. If a Commissioner is unable to serve a full term as assigned, the Commission will appoint a substitute as follows.
- a. In the case of a permanent vacancy identified prior to the publication of the agenda for the next Commission meeting, a runner up from the last election will be selected **by the Commission Nominating Committee** to finish out the term for the position that has been vacated. To retain the balance of the Commission's membership, the runner up that most closely matches the characteristics of the vacating Commission member will be chosen to fill the vacancy. **If a runner up from the last election is not available to serve, the Nominating Committee may nominate a qualified alternate to finish out the remaining term. Appointment must be ratified by the Commission on Accreditation.**
 - b. On the occasion of a temporary vacancy where a health or other emergency has rendered a person unable to serve, the ~~staff~~ **Commission Director**, in concert with the Commission Chair, will seek to fill any vacancies from among the ranks of former Commissioners who are known to have the expertise needed for the position that will be open during the forthcoming meeting. Following the meeting, the Commissioner who was unable to serve for the occasion will resume ~~his or her~~ Commission duties. At the outset of a meeting where a former Commissioner has been temporarily assigned to serve in place of a sitting Commissioner, the Commission will take formal action to officially appoint the individual to the open position for the duration of the Commission meeting and any follow up activities directly related to the meeting.

Item 5 adopted by COA November 2014 from description of Committee on Criteria in COA Handbook.

5. **Student representative.** The Commission Nominating Committee will appoint a student from an ABHE accredited institution to serve on the Committee on Criteria for a one year term, which may be repeated for a second year. The student should be at least a junior and endorsed by a faculty member or administrator at their institution. The student representative will attend the February meeting of the Committee on Criteria, participate in committee conference calls, and advise the Committee on Criteria on student perspectives with regard to ABHE standards, policies, and procedures. Nominations will be solicited from the ABHE membership via the fall call for nominations for Board and Commission vacancies. The appointment will begin with the February Commission meeting.

Designations moved here from the COA Handbook (adopted April 2012) and modified as indicated below.

Designation Categories for Commissioners

The Commission on Accreditation will include representation from three categories of individuals: administrators, academics, and public representatives. ~~A minimum of 1/7 of the Commission must be made up of public representatives.~~ **Representatives of accredited member institutions will constitute no less than 4/5 of total Commissioners. Public members will represent at least 1/7 of the Commission.**

Administrator: An individual currently or recently engaged in a significant manner in program or institutional administration at the postsecondary level.

Academic: An individual currently or recently engaged in a significant manner in postsecondary teaching and/or research (including learning resource and research support, and/or curriculum development).

Public Representative: An individual who is not (1) an employee, member of the governing board, owner, shareholder of, or consultant to, an ABHE accredited, candidate or applicant institution ~~or program that is either accredited or preaccredited (candidate status) by ABHE or has applied for ABHE accreditation~~; (2) a member of any trade association or membership organization affiliated or associated with the ABHE Commission on Accreditation; or (3) a spouse, parent, child, or sibling of a person in category (1) or (2) above.

Ministry Practitioner: A public representative who is employed or serving in a leadership role in a church, mission, Christian school, or para-church ministry organization.

Adopted February 2010; Revised April 2012, PROPOSED February 2016