

POSITION DESCRIPTION

Date: November 2020

Approved by: Commission on Accreditation
Pending November 2020 Approval

Position Title: Director – Commission on Accreditation

Classification: Full-time, exempt

POSITION SUMMARY

Exercise leadership among internal and external ABHE stakeholders, strongly articulating and advocating the interests of biblical higher education by actively contributing to national and international dialogue and policy making regarding quality assurance in biblical higher education. Work closely with the ABHE Commission on Accreditation (COA) to ensure the integrity, security, independence, and confidentiality of accreditation processes and supporting documentation in keeping with the “separate and independent” requirements of Section 602.14(b)&(c) of US Department of Education regulations. Oversee implementation of accreditation standards and policies, as well as consultation, evaluation and decision making processes relative to applicant, candidate, and accredited institutions.

PRIMARY RESPONSIBILITIES

1. Serve the Commission on Accreditation by faithfully implementing accreditation policies and procedures and by establishing and maintaining supporting processes and records.
2. Establish effective controls and protocols and employ up-to-date technology infrastructure and systems to ensure the efficiency, integrity, security, independence and confidentiality of accreditation processes and accompanying documentation in keeping with the “separate and independent” requirements of Section 602.14(b)&(c) of US Department of Education regulations.
3. Serve as a member of ABHE’s Executive Leadership Team providing Commission perspective on key organizational issues.
4. Work with the Associate Director to oversee the recruitment, training, orientation, assignment, and deployment of accreditation team evaluators on behalf of the COA.
5. Conduct and/or coordinate prescribed and elective professional staff visits to institutions; ensure timely and professional staff report preparation in support of COA accreditation processes.
6. Accompany and/or coordinate professional staff accompanying evaluation teams in order to provide procedural guidance and clarification regarding ABHE Standards, and ensure integrity, fairness, and excellence of accreditation processes.

7. Work with the COA and staff colleagues to plan and conduct exemplary training, screening, and evaluation programs for team chairs and evaluators.
8. Work with the COA in accordance with Commission policy to facilitate annual COA budget development and approval, including COA membership dues and service fees, Commission-related operational expenses, and joint-use charges for COA use of ABHE Association facilities, resources, and services.
9. Work with the Associate Director and Accreditation Services Coordinator to oversee timely preparation and dispatch of correspondence with colleges preparing for evaluation team visits, organize evaluation teams, prepare and distribute materials, and maintain appropriate records relating to accreditation visits and other processes.
10. Work with the Accreditation Services Coordinator to oversee preparation, distribution, documentation, and digitization of all materials pertinent to COA reviews.
11. Attend and provide consultative guidance for meetings of the Commission on Accreditation.
12. Serve as COA liaison in USDE and CHEA policy making and professional dialogue, exercising leadership in the higher education quality assurance arena, and ensuring that the COA is informed of relevant trends, regulations, and recognition requirements.
13. Work with the Commission on Accreditation in the preparation of petitions and follow-up reports for USDE and CHEA recognition.
14. Work with the Criteria Committee of the COA to provide procedural guidance and clarification regarding ABHE Standards to ensure the integrity, fairness, and excellence of accreditation processes.
15. Work with the Accreditation Services Coordinator to ensure accurate and timely institutional and public (e.g., USDE, CHEA, peer agencies) notification regarding evaluation activities and COA actions, in accordance with applicable external regulations and COA policies.
16. Work with the Research Associate to prepare and distribute statistical reports and other data in support of accreditation processes and public interest.
17. Perform other duties as required in service of the Commission on Accreditation.

SUPERVISORY RELATIONSHIPS

- Reports to: ABHE President, subject to conditions and limitations pertaining to the “separate and independent” requirements of Section 602.14(b)&(c) of US Department of Education regulations.
- Accountable to: ABHE Commission on Accreditation as pertains to the “separate and independent” requirements of Section 602.14(b)&(c) of US Department of Education regulations.
- Supervises: Associate Director
Research Associate, Substantive Change Officer (part-time)
Commission Staff Representatives (adjunct)

EDUCATION | TRAINING | EXPERIENCE

1. Minimum 10 years' previous Biblical higher education administration or faculty experience, including significant institutional effectiveness/accreditation involvement
2. Teaching and/or administrative experience at both undergraduate and graduate levels
3. Record of effective supervisory experience
4. Earned doctoral degree or equivalent in higher education, biblical/theological studies, or other relevant discipline
5. Earned degree from a Biblical higher education institution preferred

COMPETENCIES | PERSONAL QUALIFICATIONS

1. Evidence of vital Christian experience, exemplary personal character, agreement with ABHE *Tenets of Faith* and *Core Values*
2. Evidence of ability to lead and foster harmonious and productive collaboration among COA members, peer reviewers, and staff coworkers
3. Evidence of personal integrity and trustworthiness with highly sensitive and/or confidential information
4. Proficiency with general office and information technologies, including such software applications as word processing, spreadsheet, database, e-mail, and web applications
5. Exceptional proficiency in written and oral communication
6. Capacity to manage a high volume of activity, complex demands, and diverse relationships
7. Evidence of personal initiative while maintaining a learning posture

ABHE MISSION

ABHE is the quality and credibility resource partner that connects efforts among Christian postsecondary educational institutions and with others invested in serious Bible learning that shapes a life of godly influence and service to the most effective means for maturing, thriving, and sustaining.

ABHE CORE VALUES

1. **Spiritual Engagement** – We will fulfill our mission as a spiritual enterprise, empowered by the Holy Spirit, united in Christ, faithful *faithfully committed* to biblical truth and Spirit-led through prayer.
2. **Uncompromising Integrity** – We will be honest and transparent in all personal and organizational relationships through word, attitude and action.
3. **Stakeholder Value** – We will persistently deliver added value for stakeholders through services, resources, communications, and partnerships.
4. **Professional Excellence** – We will pursue and promote the highest quality in our educational standards, organizational processes, services, events, communications and relationships.
5. **Innovation Bias** – We will consistently honor initiative and foster creativity.
6. **Team Synergy** – We will partner with colleagues in high mutual respect, reflexive cooperation, personal industry, and collective effectiveness.

ABHE TENETS OF FAITH

1. We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through his shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe that man was created in the image of God, that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the church is empowered to carry out Christ's Great Commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.