



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
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To: Accredited Institutions, Accredited Programs, and Other Interested Parties

From: Florence Tate, Executive Director, ABHES

Date: January 12, 2017

Subject: Call for Commissioner Nominations

Call for ABHES Commissioner Nominations

This Call for Nominations from the Accrediting Bureau of Health Education Schools (ABHES) is for four commissioner seats to be elected by the membership and one commissioner seat to be appointed by the Commission. All terms are for 3 years beginning on July 1, 2017 and ending on June 30, 2020. The Commissioner Nominating Committee invites you to nominate yourself or other qualified individuals for the positions described below. **Interested individuals must complete and return the required documents by February 28, 2017, to elections@abhес.org.**

Description of Open Elected Commissioner Seats

Bylaws Section 4.5.1. Categories and Qualifications of Elected Commissioners.¹

Academician in a Healthcare related area (1 open seat). Requires at least five (5) years of academic experience on site at a member institution or program, including active participation in an academic capacity in the day-to-day operations of a member institution or program during the three (3) years immediately preceding election (those three (3) years may count toward the five-year experience requirement).

Administrator in a Healthcare related area (1 open seat). Requires at least five (5) years of administrative experience in a member institution or program, including active participation in an administrative capacity in the day-to-day operations of a member institution or program during the three (3) years immediately preceding election (those three (3) years may count toward the five-year experience requirement).

Ownership Representative (2 open seats). Requires current status as: (i) a sole or majority owner of a member institution holding institutional accreditation, (ii) a member of the board of directors, a trustee, or an officer of a member institution or sponsoring institution holding programmatic accreditation owned or operated by a nonprofit entity; (iii) a person who owns a sufficient interest in a member institution or sponsoring institution holding programmatic accreditation that functions as a partnership or privately held corporation and who, therefore, has a direct and abiding interest in its performance and the quality of education it offers; OR (iv) an officer of a publicly held corporation that owns a member institution holding institutional accreditation.

¹ http://www.abhes.org/assets/uploads/files/By_Laws_Effective_1_15.pdf

Description of Open Appointed Commissioner Seats

Bylaws Section 4.6.1. Categories and Qualifications of Appointed Commissioners.²

Practitioner in Specialty Area (1 open seat). Must be currently or recently directly engaged in a significant manner as a health-care related specialist in a field for which ABHES is recognized as a programmatic accreditor by the Secretary of the U.S. Department of Education.

Requirements and Responsibilities of an ABHES Commissioner

In order to conduct ABHES business effectively, commissioners meet and participate in several activities throughout the year.

- i. Attendance at three, four day Commission meetings typically held in January, May, and July.
- ii. Participation on at least one ABHES committee.
- iii. Regular computer and telephone access for standard communication, electronic votes, and conference calls.
- iv. Strong verbal and written communication skills.
- v. Working knowledge of computers to access, review and comment on school files and policy matters.
- vi. Additionally, attendance for approximately three days at ABHES' annual conference, normally held in February is highly encouraged. Registration is complimentary and partial expenses are reimbursed.

Travel expenses for all Commission-related activities are reimbursed by ABHES with a modest honorarium provided for Commission meeting attendance. A sincere commitment to higher education, combined with high standards of integrity and impartiality, is mandatory. A signed statement regarding conflicts of interest and confidentiality is required prior to a commissioner taking office.

Process

Once the nomination deadline passes, the Commissioner Nominating Committee will meet to consider the experience and qualifications of those recommended for nomination, conduct interviews to assess each individual's level of interest and complete a reference and background check to assure each individual is able to properly serve ABHES in a fiduciary capacity. The Nominating Committee will formally place into nomination the most qualified individual(s) for each open seat. Their names will appear on the ballot distributed to the membership on **March 27, 2017**. The election will take place electronically through www.simplyvoting.com on **April 7, 2017** and end at 5:00 p.m. eastern time.

Those recommended for nomination but not selected by the Commissioner Nominating Committee will be notified in a timely manner by ABHES' Executive Director.

Eligibility to Vote

Only institutions and programs accredited by ABHES are eligible to vote for elected commissioners. The number of votes that may be cast is as follows:

Accredited Institutions: Each main campus or non-main campus receives two (2) votes.

² Id.

Call for Commissioner Nominations

Page 3

January 12, 2017

Accredited Programs: Each address identified on record as having one or more accredited programs receives one (1) vote.

Please [click here](#) for the Nomination Form.