



To: Accredited Institutions, Accredited Programs, and Other Interested Parties

From: Florence Tate, Executive Director, ABHES

Date: December 1, 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 three commissioner seats to be elected by the membership and five commissioner seats to be appointed by the Commission. All terms are for 3 years beginning on July 1, 2018 and ending on June 30, 2021. 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 7, 2018, to elections@abhes.org.**

Description of Open Elected Commissioner Seats

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

Administrator in a Healthcare related area (2 open seats). 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).

Commissioner-at-Large (1 open seat).

Description of Open Appointed Commissioner Seats

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

Higher Education Specialist (1 open seat). Must have a graduate degree at the master's level and at least seven (7) years employment at institutions of higher education that awards degrees at the graduate level and are accredited by an agency recognized by the United States Secretary of Education. This employment must be as (i) an instructor of courses that apply toward the baccalaureate degree or higher credential, (ii) an administrator whose responsibilities include one or more academic programs that offer the baccalaureate degree or higher credential or (iii) a combination of such teaching and administrative work.

Public Member (2 open seats). (At least 1/7 of Commission) A Public Member is an individual who is not (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that

¹ http://www.abhes.org/assets/uploads/files/By_Laws_Effective_7_17.pdf

² Id.

is accredited by ABHES or has applied for accreditation, (2) a member of any trade association or membership organization related to, affiliated with, or associated with ABHES, or (3) a spouse, parent, child, or sibling of an individual identified in paragraph (1) or (2) of this definition.

Commissioner-at-Large (2 open seats).

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 28, 2018**. The election will take place electronically through www.simplyvoting.com on **April 10, 2018** 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.

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.](#)