



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

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

From: India Y. Tips, Executive Director, ABHES

Date: August 31, 2020

Subject: Call for Commissioner Nominations

Many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds and experiences. ABHES continues to build an inclusive culture that encourages, supports, and celebrates diversity, which drives innovation and connects us closer to our communities of interest. This Call for Nominations from the Accrediting Bureau of Health Education Schools (ABHES) is for one commissioner seat to be appointed by the Commission to fill the current vacancy of the Commissioner-At-Large seat. The term will begin December 1, 2020, and end on June 30, 2021; however, would be eligible to run for a three-year term thereafter. 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 September 30, 2020, to elections@abhes.org.**

Description of Open Appointed Commissioner Seat

Bylaws Section 4.6.1. Categories and Qualifications of Appointed Commissioners.¹

Commissioner-at-Large (1 open seat).

All qualified candidates are welcome to submit for the open seat, but individuals meeting one of the following categories (further defined below) are preferred:

- (1) a practitioner or educator in a specialty area in the field of Medical Assisting;
- (2) an individual with significant experience in simulation, apprenticeships, and/or allied health both from a policy and implementation point of view; or
- (3) Higher education specialist

Practitioner in Specialty Area.

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.

Educator in Specialty Area.

Must be currently or recently directly engaged in a significant manner in an academic position at a postsecondary institution accredited by an agency recognized by the Secretary of the U.S. Department of Education in a health-care related field for which ABHES is recognized as a programmatic accreditor by the Secretary of the U.S. Department of Education.

¹ Id.

Higher Education Specialist.

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.

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, three-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 appropriate expenses are reimbursed.

**The next scheduled Commission meeting will be held Monday-Friday, January 11 - 15, 2021.*

Travel expenses for all Commission-related activities are reimbursed by ABHES with a modest honorarium provided to those not employed at an ABHES-accredited member institution 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 applicants, conduct interviews to assess each individual's level of interest, and complete a background check to assure each individual is able to properly serve ABHES in a fiduciary capacity. The Commissioner Nominating Committee will formally place into nomination the most qualified individuals for the open seat. The Chair will then appoint, subject to ratification by the Commission, a qualified individual to fill the unexpired term.

Applicants not selected by the Commissioner Nominating Committee will be notified in a timely manner by ABHES' Executive Director.

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

ABHES provides equal opportunities to all applicants without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other characteristics protected by federal, state or local laws.