



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

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## ABHES BULLETIN

**To:** Accredited Institutions, Accredited Programs, and Other Interested Parties  
**From:** India Tips, Executive Director, ABHES  
**Date:** March 5, 2021  
**Subject:** Notice of Elections and Appointments

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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 Notice of Elections and Appointments from the Accrediting Bureau of Health Education Schools (ABHES) is for six commissioner seats. All terms are for 3 years beginning on July 1, 2021 and ending on June 30, 2024. 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 [Nomination Form](#) and all required documents by April 7, 2021, to [elections@abhes.org](mailto:elections@abhes.org).**

### **Description of Open Membership-Elected Commissioner Seats**

Bylaws Section 4.5.1. Categories and Qualifications of Elected Commissioners.

The Commission will fill two (2) vacant seats; at least one Administrator with the option to fill the second seat in any of the three categories noted below:

- **Administrator in a Healthcare Related Area.** 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).
- **Academic in a Healthcare Related Area.** 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).
- **Educator in Specialty Area.** Must be recently (within five (5) years) or 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.

### **Description of Open Commission-Appointed Commissioner Seats**

Bylaws Section 4.6.1. Categories and Qualifications of Appointed Commissioners.

The Commission will fill four (4) vacant seats; one (1) Commissioner-At-Large, one (1) Higher Education Specialist, and two (2) Public Members:

- **Commissioner at Large.**
- **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.
- **Public Member.** (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 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.

### **Requirements and Responsibilities of an ABHES Commissioner**

The requirements and responsibilities of an ABHES Commissioner can be found on the [ABHES Commissioner Position Description](#). 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.

Travel expenses for all Commission-related activities are reimbursed by ABHES and a modest honorarium is provided for Commission meeting attendance to those individuals not employed by an ABHES member institution or program.

### **Process**

The Commissioner Nominating Committee will meet to consider the experience and qualifications of the submitted nominations, conduct interviews, and complete a reference and background check to assure each individual is able to properly serve ABHES in a fiduciary capacity. The Committee will formally name the most qualified individual(s) for each open seat. Their names will appear on the ballot to be distributed to the membership or the Commission on **Wednesday, May 12, 2021**. The election will take place electronically through [www.simplyvoting.com](http://www.simplyvoting.com) on **Wednesday, May 26, 2021**, and end at 5:00 p.m. Eastern Time.

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

**Eligibility to Vote – Membership Election**

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.