



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

From: India Tips, Interim Executive Director, ABHES

Date: December 21, 2018

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 one commissioner seat 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, 2019 and ending on June 30, 2022. 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 March 8, 2019, to elections@abhes.org.**

Description of Open Elected Commissioner Seats

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

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.

Description of Open Appointed Commissioner Seats

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

Distance Education Specialist. Requires at least three (3) years of experience in an academic position designing or developing, teaching and/or evaluating distance education courses at a postsecondary institution accredited by an agency recognized 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.

¹ https://www.abhes.org/assets/uploads/files/18th_Edition_Accreditation_Manual_Effective_1_1_2019.pdf

² Id.

- 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 **April 17, 2019**. The election will take place electronically through www.simplyvoting.com on **May 1, 2019** 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.](#)