



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

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## IMPORTANT NOTICE

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

**From:** India Tips, Executive Director

**Date:** March 4, 2024

**Subject:** Notice of Appointments and Elections

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The ABHES Commissioner Nominating Committee is pleased to announce that it is seeking nominations to fill two elected and three appointed seats on the ABHES Commission for a three-year term beginning July 1, 2024. 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.

The ABHES Commission is seeking individuals who meet the specific seat qualifications as described below, where experience in one or more of the following areas is a plus:

- (1) Regulatory oversight of higher education institutions, including, for example, Department of Education Federal Student Aid regulations, state authorization and oversight.
- (2) Finance, governance, organizational structures, and substantive changes including in legal status, ownership and forms of control of higher education institutions.
- (3) Emerging technologies and innovative models and approaches to higher education including, for example, competency-based education, direct assessment, and use of simulation technology and/or pedagogy.
- (4) Workforce development policy and administration, Department of Labor and state workforce initiatives, and apprenticeship programs.
- (5) Employer of ABHES-accredited institutions or program graduates.

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 outlined on the Nomination Form by April 5, 2024, 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.

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

**Ownership Representative.** Requires current position as: (i) a sole or majority owner; corporate officer, chief executive officer or president 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; OR (iv) an officer of a publicly held corporation that owns a member institution holding institutional accreditation.

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

Bylaws Section 4.6.1. Categories and Qualifications of Appointed Commissioners.

**Higher Education Specialist.** Must have a graduate degree at the master's level and at least seven years employment at institutions of higher education that awards degrees at the graduate level and are accredited by an agency recognized by the U.S. 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 (Two Seats).** A Public Member is an individual who possesses and understanding of accreditation as an evaluation process utilizing standards to ensure educational programs prepare individuals for employment or advancement in a career field. A Public Member is not (i) 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, (ii) a member of any trade association or membership organization related to, affiliated with, or associated with ABHES, or (iii) a spouse, parent, child, or sibling of an individual identified in paragraph (i) or (ii) of this definition.

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

The requirements and responsibilities of an ABHES Commissioner can be found in 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 accredited institution or program.

#### **Election and Appointment 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 two elected seats will be filled through the membership election process outlined in Section 4.5.3. Procedures for Election by the Members of the ABHES *Bylaws*.

The three appointed seats will be filled by the Commission as outlined in Section 4.6.2. Procedures for Appointment by the Commission of the ABHES *Bylaws*.

### **Election Details**

The Committee will formally name the most qualified individual(s) for each open seat to be elected and their names will appear on the ballot to be distributed to the membership or the Commission on **May 6, 2024**. The election will take place electronically through [www.simplyvoting.com](http://www.simplyvoting.com) on **May 21, 2024, starting at 9:00 a.m. and ending at 5:00 p.m., Eastern Time**.

### **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 and non-main campus receive two (2) votes.

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