



## Call for Nominations for the CEA Commission

The Commission on English Language Program Accreditation (CEA) solicits nominations for commissioners to serve on the Commission **January 2018 through December 2020**. The Nominating Committee will be identifying three new Commissioners to begin terms in January 2018.

### Qualifications of commissioners

Elected CEA commissioners are identified on the basis of their professional experience and integrity. They have experience, training, and interest in English language programs and institutions, as well as in program evaluation. They have strong leadership ability, a commitment to quality English language education for international students, and an understanding that their role is to ensure CEA's standing as a respected, impartial, specialized accreditor and well-governed non-profit organization.

Commissioners understand the function of English language programs and institutions within the broader context of postsecondary education and international education. Commissioners are:

- a. academically qualified, having earned graduate degrees in disciplines related to language instruction and educational administration;
- b. knowledgeable professionals who have gained the respect of their peers through their involvement in professional activities;
- c. experts who have one or more domains of expertise related to program or institution operations;
- d. experienced evaluators having conducted self-studies, reviewed educational programs, or served with other accreditation programs;
- e. effective communicators who possess demonstrated skills in team building and written and oral communication; and
- f. respectful professionals who demonstrate a capacity to act without bias, maintain confidentiality, and exercise balanced judgement.

(*CEA Policies and Procedures*, Section 3.1.3 Commissioner qualifications, available at [www.cea-accredit.org](http://www.cea-accredit.org))

### Responsibilities of commissioners

Commissioners are responsible for setting CEA policy and for making accreditation decisions. They are volunteers who have fiduciary responsibilities and are reimbursed for expenses only. Terms are for 3 years. Commissioners are expected to

- make accreditation decisions based on documents submitted by the candidate program or institution and the review team
- review, assess, and revise Commission policies as necessary
- serve on Commission subgroups
- attend CEA training workshops in the first year of service
- monitor the field for new developments and serve as an advocate for CEA
- serve the goals of CEA as a specialized accreditor for the field, not “represent” their own program, institution, or sector
- adhere to CEA policies regarding conflict of interest and confidentiality
- assure that the Commission is in sound fiscal health
- ensure compliance with requirements of the U.S. Department of Education
- attend three annual Commission meetings (currently held in April, August, and December at CEA's offices in Alexandria, VA) and participate in occasional virtual meetings

### **Commissioner profile for 2017 nominations for 2018 service**

By policy, the Commission is maintained in such a way to ensure that at least the following are included on any given Commission:

- a range of program and institutional perspectives,
- a range of domains of expertise, as determined by the Commission from year to year,
- representation from both CEA-accredited and non-CEA-accredited programs and institutions, and
- both administrative and educator/practitioner/academic professionals.

In order to maintain the required balance on the 2018 Commission, in 2017 the Nominating Committee welcomes applications from any qualified individual and particularly encourages applications from those with one or more of the following characteristics:

- experience/expertise in university-governed IEPs,
- experience/expertise in single-site independent/private schools,
- experience/expertise in multi-site independent/private schools,
- currently or recently serving in an international program or institution,
- currently holding an academic position, i.e. whose workload is at least 50% teaching, and/or
- experience/expertise in distance education.

### **Nominations procedures**

Nominees must submit the following materials **by email attachment** to the CEA office at [info@cea-accredit.org](mailto:info@cea-accredit.org) by **July 15, 2017**.

1. cover letter addressing the required qualifications and stating reasons for seeking to serve
2. resume or curriculum vitae
3. signed "Letter of Understanding and Agreement to Serve" (available at <http://cea-accredit.org/about-cea/governance/the-commission>)
4. name, email and telephone number of two references

Nominating Committee members will conduct telephone interviews with nominees and references in August. Candidates will be selected for the ballot by September 1, 2017. (Note: The CEA ballot is single slate.) Voting by Constituent Council members will be completed by November 1, 2017.

If you have questions about the nomination and selection process, please contact Mary Reeves, CEA Executive Director, at 703.665.3400.