We appreciate your interest in volunteering to serve as a team chair for the Accrediting Council for Independent Colleges and Schools (ACICS). The team chair is a vital role in the accreditation process and is extremely important to the work of the Council. Your application and any visit evaluations will be reviewed by staff and you will be duly notified via email of the committee’s decision. A decision will be made within one month of receipt of the completed application.

About ACICS
Founded in 1912, ACICS is one of the most respected and longest established national accreditors of academic institutions in the United States. It is recognized by the U.S. Department of Education.

The scope of ACICS recognition by the Secretary of Education is defined as accreditation of private postsecondary institutions offering certificates or diplomas, and postsecondary institutions offering associate, bachelor’s, or master’s degrees in programs designed to educate students for professional, technical, or occupational careers, including those that offer those programs via distance education.

ACICS is a not-for-profit organization incorporated in the Commonwealth of Virginia with offices maintained in the District of Columbia. ACICS currently accredits 89 institutions in the United States and seven other countries with a combined enrollment of approximately 55,000 students.

ACICS Mission Statement
The mission of ACICS is to advance educational excellence at independent, nonpublic career schools, colleges, and organizations in the United States and abroad. This is achieved through a deliberate and thorough accreditation process of quality assurance and enhancement as well as ethical business and educational practices.

Types of Visits that Require a Team Chair
Initial Grant of Accreditation: Initial applicants who have progressed through the various stages of the initial application will be invited to submit a self-study narrative and other documents that relate to operations, administration, and educational delivery and effectiveness in preparation for the Initial Grant of Accreditation visit.

Renewal of Accreditation: Institutions whose grant of accreditation will expire within a year must apply for reaccreditation with ACICS three months prior to their assigned review cycle. This application includes a self-study narrative in which the institution responds to all applicable areas of the Accreditation Criteria as it relates to its operations, administration, and educational delivery and effectiveness.

New Branch, Full Team: A new branch campus which has completed the quality assurance monitoring branch verification visit must undergo a full team review at least one year later to evaluate the full operational and academic activity of the new non-main campus. A Branch Application – Part II, which will be used during the onsite evaluation visit, must be submitted to the Council, as directed by ACICS.
The Onsite Evaluation Team

The initial grant, renewal of accreditation, or branch inclusion visit is scheduled by the ACICS staff coordinator, who selects team members for the onsite evaluation from a pool of over 500 approved institutional specialists and program experts. The team will generally comprise the following members:

- Team chair
- Student relations specialist
- Educational activities/library specialist
- Program specialist
- ACICS staff coordinator

The onsite evaluation team serves three primary purposes:

- Validation of institutional self-study as submitted to ACICS as part of the renewal application;
- Evaluation of what the institution practices relative to the ACICS Accreditation Criteria; and
- Preparation of a team report for the Council’s review and decision-making.

Chair Responsibilities

Those who serve as a chair must be willing to do the following:

- Function as part of a team, taking the lead in directing the activities of the onsite evaluation and on much of the contact and discussion with the school, before and during the visit;
- Establish and maintain a practical knowledge of the Accreditation Criteria;
- Conduct interviews with school personnel and review documents on site in order to assess compliance with the stated objectives of the school and the Accreditation Criteria;
- Evaluate and report on areas relating to mission, administration, organization, institutional effectiveness, and educational facilities;
- Write clear, cohesive, and comprehensive team observations, findings of noncompliance, and suggestions for continual development;
- Exercise the utmost professionalism in interactions with school representatives throughout the onsite evaluation process;
- Manage the onsite evaluation process in the absence of the ACICS staff representative, in the case of an emergency;
- Assist the ACICS staff representative with providing transportation and other support to the team; and
- Travel by air, train, automobile, and shuttle bus to various destinations throughout the United States, its territories, and abroad.

Chair Qualifications and Requirements

Team chair qualifications will be assessed using the rubric below, which has a maximum of nine possible points. **Five points are required for consideration.** In addition to ACICS experience, education level, and management experience, applicants must:

- Submit a completed and signed ACICS Team Chair Application
• Submit a current resume
• Provide two letters of reference (see REFERENCES below)
• Submit a writing sample on a specified situation (see WRITING SAMPLE below)
• Submit a personal statement of approximately 250 words on why you want to become an ACICS Chair (see PERSONAL STATEMENT below)
• Complete the ACICS Chair Training course

RUBRIC

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<th>Points awarded</th>
<th>1</th>
<th>2</th>
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<td>1 Years as an ACICS Evaluator OR Number of visits for ACICS</td>
<td>1–3 years</td>
<td>4–5 years</td>
<td>5+ years</td>
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<td>2 Years of management experience at private or public postsecondary institutions</td>
<td>1–3 years</td>
<td>4–5 years</td>
<td>5+ years</td>
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<td>3 Highest degree held</td>
<td>Bachelor’s</td>
<td>Master’s</td>
<td>Doctorate</td>
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Selection Process
Staff will review applications as they are received. Upon selection, applicants will be notified and invited to complete the online Chair Training Course.

Please contact Ms. Michelle Bonocore at mbonocore@acics.org or (202) 425-5183 if you have any questions about completing these documents.
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List years of management experience in private or public postsecondary education.

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List educational degree(s) held *(minimum of a Bachelor’s is required)*.

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Number of years you have served as an ACICS evaluator

Number of visits conducted for ACICS as an evaluator *(approx.)*
REFERENCES
Please provide two letters of reference from persons involved in postsecondary education who have known you for at least two years. If possible, one of the letters should be from a person with experience in educational assessment or accreditation. The reference letters should not exceed a single page in length. Reference letters should be emailed to evaluatormanager@acics.org.

WRITING SAMPLE
In the text box, please provide a writing sample based on the excerpt below: Who is the chief onsite administrator and what are this person’s qualifications?

Campus President: Mandel Nelson
Date of hire: June 6, 2010
Education: DBA in Strategy, Boston College; master’s degree in Education Administration; and bachelor of science in Economics
Experience: Director, IBM in development (1986–1996); president of consulting firm (1999–2005); adjunct professor at Boston College (2004–present); no experience in career education.

PERSONAL STATEMENT
In the text box, please provide an essay of approximately 250 words that speaks to your qualifications and why you have chosen to apply to be an ACICS team chair.

* * *

I understand that my participation as an ACICS team Chair is voluntary and some compensation for my services is provided. I further understand that ACICS will reimburse me for expenses that fall within their published travel reimbursement policy incurred during the onsite evaluation.

Signature _______________________________ Date _______________________________