



ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

Leadership Profile



President & CEO

This search is being assisted by:

ACADEMICSEARCH

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC) is seeking its next President and CEO to transition it to a member-centric, high-performing, and recognized accrediting body. The President and CEO will be expected to assume office in summer 2017 or as soon thereafter as is feasible.

THE COMMISSION

The ACCJC accredits community colleges and other associate degree granting institutions in the Western region of the U.S. (California, Hawai'i, the Territories of Guam and American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands). The ACCJC is one of seven regional accrediting commissions and is authorized to operate by the U.S. Department of Education through the Higher Education Opportunity Act of 2008.

The U.S. peer evaluation system of accreditation is one in which institutions voluntarily participate in self-regulation and self-evaluation developed to ensure overall educational quality and institutional effectiveness. The ACCJC accreditation process provides assurance to the public that the accredited member colleges meet the Standards; the education earned at the institutions is of value to the student who earned it; and employers, trade or profession-related licensing agencies, and other colleges and universities can accept a student's credential as legitimate.

PURPOSE

ACCJC is a nonprofit, public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporations Law of the State of California for public and charitable purposes. Those public purposes include improving and validating the quality of post-secondary education at public and private educational institutions, with a focus on community colleges, career and technical colleges, and junior colleges, through the creation and application of standards of accreditation and related policies, and through a process of review by higher education professionals and public members. ACCJC's evaluation of institutions assures the educational community, the general public, and other organizations and agencies that an institution has clearly defined objectives appropriate to higher education; has established conditions under which their achievement can reasonably be expected; appears in fact to be accomplishing them; is so organized, staffed, and supported that it can be expected to continue to do so; and demonstrates that it meets ACCJC's Eligibility Requirements, Accreditation Standards and Commission policies. ACCJC encourages and supports institutional development and improvement through an institutional self-evaluation using the Accreditation Standards, Eligibility Requirements and Commission policies, as well as Midterm, Follow-Up and Other Special Reports, Annual Reports, and periodic evaluation of institutional quality by qualified peer professionals.

MEMBER INSTITUTIONS

The ACCJC accredits institutions in California, Hawaii, the Territories of Guam and American Samoa, the Commonwealth of the Northern Marianas, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands, which have as a primary mission the granting of associate degrees, but which may also award certificates and other credentials, including bachelor's degrees, where the provision of such credentials is within the institution's mission and, if applicable, as authorized by their governmental authorities. The ACCJC may accredit non-domestic institutions in other geographic regions at its discretion.

The application for membership is made by an institution through its chief executive officer and governing board when it applies for candidacy or initial accreditation. The members of ACCJC shall consist of the institutions that it has accredited, and membership shall be granted automatically upon the initial accreditation of an institution. Membership shall thereafter continue for so long as the institution remains accredited, complies with these bylaws and remains current on payment of any dues or special assessment obligations. Institutions that receive candidate (pre-accredited) status have achieved initial association with the ACCJC and may so identify themselves to the public. In the event an institution loses its accreditation for any reason, its membership status shall cease immediately. In the event an institution resigns its membership, its accredited status shall cease immediately and none of the review or appeal rights which might otherwise be applicable shall apply. The membership and member institutions referenced in these Bylaws do not constitute any class of membership under the California Corporations Code or any successor statute, including Section 5342.

LEADERSHIP AGENDA FOR THE PRESIDENT AND CEO

Under the supervision of the Accrediting Commission for Community and Junior Colleges, Western Association for Schools and Colleges, the President and CEO has overall responsibility for recommending policy and operational direction to the Commission and for the day-to-day operations of the agency. The President and CEO is one of five accreditation professional positions within the ACCJC. As such this position requires advanced knowledge of quality assurance issues and practices in higher education, and the ability to work easily and effectively with the Commission and member institutions. The President also represents the Commission in interactions with other agencies in the national and international accreditation communities, and acts in the advancement of the image and practice of quality assurance and improvement through institutional accreditation. The President and CEO is responsible for maintaining a highly-qualified staff, fiscal stability, and an appropriate working environment in the pursuit of the Commission's objectives.

DUTIES

The President and CEO has overall responsibility for:

1. **Commission Support:** Provides for Commissioner selection and orientation and all requirements pertaining to the successful conduct of Commission meetings, committee meetings and retreats.
2. **Institutional Evaluation Systems:** Maintains the schedule of eligibility, candidacy, comprehensive and follow-up reviews of prospective member and member institutions, and for the conduct of these evaluations. This includes providing information and training of institutional persons preparing for reviews; developing, maintaining, and constructing teams of appropriate size and expertise; and the continuous development of systems to support these activities efficiently.
3. **Standards and Policies:** Updates the Eligibility Requirements and Accreditation Standards employed by the Commission through systematic review, on a schedule determined by the Commission, and with policy dissemination on a continuous basis.
4. **Recognition:** Maintains the recognition of the ACCJC by the United States Department of Education and the Council for Higher Education Accreditation.

5. **Representation to Members:** Represents the Commission by maintaining collegial, collaborative, and effective working relationships with leaders of member institutions to assist and support in the conduct of accreditation activities that advance institutional quality.
6. **Representation to Accreditation Related Constituencies:** Represents the Commission in interactions with regional and specialized accrediting organizations, professional organizations, governmental bodies, and funding agencies, reporting periodically to the Commission on these interactions.
7. **Communication:** Communicates effectively with member institutions and others important to the Commission via a website, newsletters, handbooks, and other publications.
8. **Office Operations:** Maintains and develops effective operations of the Commission's Office including the selection, evaluation, and support of Commission staff; facilities and equipment maintenance; fiscal stability; and the development of strategic and operational plans appropriate to the agency's development.

QUALIFICATIONS

1. Appropriate academic credentials, preferably an earned doctorate from a regionally accredited institution
2. Successful senior-level leadership experience in higher education, preferably in a community or junior college
3. Evidence of:
 - a. Advanced understanding of the principles of institutional evaluation and accreditation in American higher education
 - b. Building partnerships through relationship-centric skills (e.g., collegiality, listening, respect)
 - c. Effecting meaningful change
4. Competence in strategic planning and implementation
5. Experience working with governmental bodies preferred

THE COMMUNITY

The principal office of ACCJC is in Novato, California. Located in northern Marin County, Novato is approximately 29 miles north of San Francisco and covers 28 square miles of nearly 53,000 residents. Novato is a destination for hiking, fishing, mountain biking, and camping with the nearby Mount Burdell and numerous parks and open spaces. North of Novato is the 900-acre Olompali State Park. The community boasts a rural feel with a rich arts scene as showcased in historic Old Town and the Novato Festival of Art, Wine, and Music every June. To learn more about Novato, click [here](#).

APPLICATION AND NOMINATION PROCESS

The ACCJC is being assisted by Academic Search, Inc. Applications should consist of a substantive cover letter addressing the qualifications and desired attributes listed above, a curriculum vitae, and a list of at least five professional references with full contact information and a note indicating the nature of your working relationship with each; references will not be contacted without explicit permission from the candidate. Applications, nominations, and expressions of interest can be submitted in confidence to ACCJC@academic-search.com.

The position will remain open until filled, but only applications received by May 1, 2017, can be assured full consideration. Confidential discussions about this opportunity may be arranged by contacting Dr. Tessa Martinez Pollack at tmp@academic-search.com. The ACCJC will protect the confidentiality of applicants in accordance with state law; candidates are advised that finalists will be required to participate in a public selection process.

ACADEMIC SEARCH

For more than three decades, Academic Search has offered executive search services exclusively to institutions of higher education. Academic Search was founded on the principle of strengthening higher education leadership through professional search services. We are the only search firm in the nation with a formal relationship to a premier leadership development program. As the subsidiary of the American Academic Leadership Institute (AALI), Academic Search provides substantial financial support to a number of leadership identification, development, and support programs across all sectors of public and private higher education. For more information, visit www.academic-search.com.