

## COMMISSIONER SELECTION, ETHICS AND RESPONSIBILITIES

The Commission on Technical and Career Institutions is composed of 15 individuals. Twelve are currently affiliated with member institutions as faculty or administrators. There are three representatives of the public interest who are elected for two-year terms and are eligible to serve a second two-year term. Other Commissioners are elected for three-year terms and are eligible to serve a second three-year term.

Commissioners are elected by majority vote of the delegates of institutional members at the Commission's annual business meeting held in December, in conjunction with the New England Association of Schools and Colleges' annual meeting. A slate of nominees is presented by the Commission Nominating Committee and an opportunity is offered for nominations from the floor. In compiling its slate of nominees, the Commission solicits suggestions from the chief executive officer of each member institution as well as interested others.

Vacancies occurring on the Commission at a time other than that of the annual business meeting are filled by the Commission, subject to the approval of the Association's Board of Trustees. Individuals elected in this manner serve until the time of the next annual business meeting when they may be nominated for the balance of a three-year term.

### I. Criteria for Selection

#### A. Commissioners affiliated with institutions

1. Balance among the wide range of accredited institutions served by the Commission
2. Balance between faculty and administrators
3. Balance between men and women and representation of the racial and ethnic makeup of the region
4. Representation from each of the six New England states
5. Stature in the profession: interest in and experience with the accrediting process
6. Willingness to devote the time necessary to fulfill the responsibilities of Commissioner

#### B. Commissioners representing the public interest

1. Knowledge and understanding of higher education
2. Sensitivity to the mission and goals of the diverse career and technical institutions of secondary and higher education in New England

3. Not active as a professional educator for the past five years
  4. Not an employee, member of the governing board, owner, or shareholder of an institution accredited by the Commission or which has applied for accreditation
  5. Not a spouse, parent, child, or sibling of an individual identified in I.B. 4 above
  6. Willingness to devote the time necessary to fulfill the responsibilities of Commissioner

**II. ETHICS**

- A. Accepts and subscribes to purposes of accreditation as defined in Association/Commission policy
- B. Does not discuss matters outside of the meeting; refers all inquiries to staff or chairperson
- C. Holds in confidence all documents that come from the staff in preparation for meetings
- D. Adheres to the Commission policy statement on **Conflict of Interest**

**III. RESPONSIBILITIES**

- A. Makes every effort to attend all Commission meetings and remains until business is concluded
- B. Reads documents as assigned prior to the meetings
- C. Votes according to professional judgments consistent with basic accrediting policy
- D. Recommends new or revised policy
- E. Interprets accreditation to his/her own institution and to others
- F. Assists the staff in training programs and other activities
- G. Serves on ad hoc committees of the Commission as requested