



## Commission on English Language Program Accreditation 2023 Call for Nominations

The Commission on English Language Program Accreditation (CEA) solicits nominations for commissioners to serve on the Commission **January 2024 through December 2026**. The Nominating Committee will be identifying three new Commissioners to begin three-year terms in January 2024.

### **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 (held in April, August, and December virtually or at CEA's offices in Alexandria, VA) and participate in occasional virtual meetings

### **Commissioner profile for 2023 nominations for 2024 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
- administrative as well as educator/practitioner/academic professionals.

In order to maintain the required balance on the 2024 Commission, 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 single-site or multiple-site language institutions
- experience/expertise in community college settings
- currently holding positions that require at least 50% time in teaching, curriculum development, assessment activities, or other educator/academic work in the field.

Although not required as a matter of a balanced Commission, qualified applicants with experience or expertise in distance education and/or instructional technology are welcomed.

### **Nominations procedures**

Nominees must submit the following materials **by email attachment** to the CEA office at [applications@cea-accredit.org](mailto:applications@cea-accredit.org) by **July 1, 2023**.

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 July - August. Candidates will be selected for the ballot by September 1, 2023. (Note: The CEA ballot is single slate.) Voting by Constituent Council members will be completed by November 1, 2023.

If you have questions about the nomination and selection process, please contact Heidi Vellenga, CEA Executive Director, at [hvellenga@cea-accredit.org](mailto:hvellenga@cea-accredit.org) or (703) 665-3400.