



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

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## Leadership Profile

*President*

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC) is seeking its next President to continue its mission of advancing educational quality and student learning and achievement. A President-elect will be named in January 2020 and be expected to assume the office of the President on July 1, 2020, or as soon thereafter as is feasible.

## **THE COMMISSION**

The Commission consists of 19 – 25 members elected by ACCJC member institutions and comprises the Board of Directors of ACCJC. It is the responsibility of the Commission, as a decision-making body, to determine the accredited status of an institution. In determining this status, the Commission uses the institution's Self-Evaluation Report, the Evaluation Team Report, other reports/documents prepared for the Commission, and documents relevant to institutional compliance with the Commission's Standards. The Commission decision is communicated to the institution via an action letter and is made public through Commission announcements.

The Commission membership reflects diversity and all Commissioners are deeply committed to higher education and volunteer countless hours in support of peer accreditation. At least five Commission members bring faculty experience; at least three are representatives of the public; at least three members are administrative representatives who are current chief executive officers at two-year colleges; at least one member has expertise in higher education finance; at least one member has expertise as a chief instructional officer; at least one member represents independent institutions; at least one member represents secondary educational institutions accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges; at least one member represents four-year colleges and universities accredited by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges; and at least one member represents institutions in the American Affiliated Pacific Islands. One Commission member represents the California Community Colleges Chancellor's Office and one Commission member represents the system office of the University of Hawai'i Community Colleges.

## **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. The purposes of regional accreditation include encouraging institutions to improve academic quality, institutional effectiveness, and, ultimately, student success. ACCJC focuses 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 accreditation process assures the educational community, students, general public, governmental entities, and other stakeholders that an institution meets standards of effective educational practice; has a clearly defined mission; has established educational programs which further the mission; has established structures, conditions, and processes under which the achievement of its mission can be reasonably expected; and is so organized, staffed, and supported such that the advancement of its mission is expected to continue.

## **MEMBER INSTITUTIONS**

ACCJC accredits institutions in California, Hawai‘i, 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. 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. 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 ACCJC 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.

Each institution affiliated with ACCJC accepts the obligation to participate in a cycle of periodic evaluation through institutional self-evaluation and review by teams of peer evaluators. Teams conduct an evaluation review following completion of institutional self-evaluation in order to determine the extent to which an institution meets the Commission’s Standards. Team members, selected for their expertise, make recommendations to meet the Commission’s Standards, make recommendations for improvement, commend exemplary practices, and provide both the college and the Commission with a report of their findings.

## **LEADERSHIP AGENDA FOR THE PRESIDENT**

Under the supervision of the Board of Directors of the Accrediting Commission for Community and Junior Colleges, and in close collaboration with the Board Chair, the President has overall responsibility for recommending policy and operational direction to the Commission and for the day-to-day operations of the agency. The President is the lead accreditation professional within ACCJC. As such this position requires advanced knowledge of accreditation, higher education practices, and quality assurance issues. Further, this position requires the ability to work collegially 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 principles and practices of educational improvement and quality assurance through institutional accreditation. The President is responsible for maintaining a highly-qualified staff, fiscal stability, and an appropriate working environment in the pursuit of ACCJC’s mission and the Commission's objectives.

## **DUTIES**

The President 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. This includes serving in an advisory capacity to the Commission as it deliberates on actions and policies.

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, training, 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 appropriate and effective working relationships with leaders of member institutions to assist in the conduct of accreditation activities that advance institutional quality and student success.
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:** Oversees the effective operations of the Commission's Office including the selection, evaluation, professional development, 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.

## MINIMUM QUALIFICATIONS

- Appropriate academic credentials, preferably an earned doctorate from a regionally accredited institution
- A minimum of five years of senior leadership experience at the administrative and/or faculty level in higher education, preferably in a community or junior college, or a minimum of five years senior accreditation leadership experience.
- Advanced understanding of the principles of institutional evaluation and accreditation in American higher education
- Knowledge of and experience with regional accreditation and peer-based review practices
- Knowledge of and connections to the federal higher education legislative process and understands its implications for future ACCJC policy development
- Competence in strategic planning and implementation and fiscal management

## **PREFERRED QUALIFICATIONS**

### **ACCJC Mission**

- Understands the mission and purpose of two-year colleges and the role accreditation assumes in advancing student success
- Knowledge of and experience with accreditation-related issues at the national level and across the region
- Ensures the agency upholds the public's and stakeholder's trust and meets the standards required of it as a regional accreditor
- Maintains a commitment to standards of excellence in higher education
- Understands and supports the cultures unique to the agency's diverse member institutions

### **Operational Knowledge**

- Practices an effective balance between delegation of responsibility to staff and providing clear focus, direction, and organizational leadership
- Provides a clear short-term and long-term vision for the agency
- Cultivates a workplace environment based upon trust, respect, honesty, and collegiality
- Empowers agency staff through distributed leadership
- Practices sound financial planning and oversight
- Recognizes the contributions of staff
- Provides for effective human resources support including professional development and performance evaluations

### **Leadership**

- Senior leadership experience in two-year colleges
- Understands the role and responsibilities of the Commission
- Experience working with a governing board
- Engages in leadership approaches that value inclusion and collaboration
- Functions effectively as the chief executive in advising the agency's governing board on matters of policy
- Serves as a bridge between the Commission and the staff and the Commission and member institutions
- Charts a clear direction for the agency that effectively implements the Commission's actions and policies

## **Personal Attributes and Interpersonal Skills**

- Forward-thinking, open to new ideas, and innovative
- Engages member institutions, constituent groups, and stakeholders with respect and integrity
- Communicates effectively and diplomatically with member institutions, constituent groups, and stakeholders
- Effectively distills federal mandates related to accreditation for diverse audiences
- Careful and authentic listener
- Effectively builds strong and positive working relationships

## **THE COMMUNITY**

The ACCJC office is in Novato, California. Located in northern Marin County, Novato, with a population of 56,000, is approximately 30 miles north of San Francisco and about 10 miles northwest of San Rafael, California. Novato is a destination for hiking, fishing, mountain biking, and camping with the nearby Mount Burdell Preserve and numerous parks and open spaces. North of Novato is the 900-acre Olompali State Historic Park. The community boasts a rural feel with close proximity to the Point Reyes National Seashore and the wine country of Sonoma and Napa Valleys.

## **APPLICATION PROCESS**

**Position Posted:** October 8, 2019

**Deadline:** October 25, 2019

**Employment Type:** Full-time, executive, exempt

**Position Salary Range:** \$200,000 - \$275,000; commensurate with experience, initial placement in the salary range is expected to be between the starting of \$200,000 and the median of \$237,500, with the full complement of benefits available to all ACCJC employees

Applications in PDF format should be submitted via email and consist of a substantive cover letter addressing the qualifications and desired attributes listed above, curriculum vitae, and at least five professional references with full contact information and a note indicating the nature of your relationship with each; references will not be contacted without explicit permission from the candidate. Questions and applications can be submitted in confidence to [executivesearch@accjc.org](mailto:executivesearch@accjc.org).

The executive search firm of ACCT is assisting ACCJC with the search. Confidential inquiries regarding this position may be directed to: Julie Golder, J.D., Vice President of Search Services, ACCT, [jgolder@acct.org](mailto:jgolder@acct.org), (202) 384-5816 (mobile), 202-775-4477 (office).