

EVALUATOR SELECTION, ETHICS AND RESPONSIBILITIES

The Commission on Technical and Career Institutions creates an evaluator pool from the recommendations of staff by the chief executive officer of member institutions. In special circumstances, the Director may solicit evaluators in specialized areas outside of the member institutions and/or outside of the New England area. Once recommended and approved by the Director, a master listing is maintained and reviewed by the member institution CEOs each year.

Due to the size of the Commission and the effort to keep new evaluators few in number on each visiting team, the training of team members is accomplished just prior to the commencement of the visit. The mentor model is used in working new evaluators through their first visit.

I. Criteria for Selection

- A. Credentials reflective of teaching assignment
- B. Administrative and/or teaching experience in the recommended field
- C. Institutional experience in accreditation activities, i.e. self-study committee, curriculum work, specialized accreditation experience, team experience

II. Ethics

- A. Accepts and subscribes to purposes of regional accreditation
- B. Recognizes confidentiality of discussions and refers all inquiries to staff or chairperson
- C. Holds in confidence all documents and electronic sources that are part of the accreditation process
- D. Accepts the Commission policy on Conflict of Interest

III. Responsibilities

- A. Responds to correspondence regarding an upcoming accreditation visit
- B. Reads and reviews documents in preparation for a visit
- C. Attends all accreditation team activities and remains until business is concluded
- D. Completes accreditation assignments in a timely manner
- E. Reflects on accreditation experience and makes suggestions for improvement

IV. Notification

- A. Individuals nominated and approved for the accreditation pool will be notified by the Commission of their selection by letter
- B. At the minimum, the following will be attachments:
 - 1. Policy on Evaluator Selection, Ethics and Responsibilities
 - 2. Policy on Conflict of Interest
 - 3. Instructions for Visiting Committee