



## Volunteer Position Description

### Accreditation Councilor

#### **About CAEP**

CAEP's mission is to advance equity and excellence in educator preparation through evidence-based accreditation that assures quality and supports continuous improvement to strengthen P-12 student learning.

#### **Volunteer Impact**

Professional accreditation is the bedrock upon which professions such as architecture, engineering, medicine, and law have built their reputations. It assures that those entering the field have been suitably prepared to practice through assimilation of a body of knowledge and pre-service practice in the profession. When an educator preparation provider (EPP) is CAEP accredited, the public can be assured that the EPP has met national standards set by the education field at large and has undergone rigorous external and impartial review by professionals, policymakers, and representatives of the public. By establishing the accreditation process as a volunteer-based, expert-review process, education professionals have a direct impact in ensuring that EPPs prepare highly effective future P-12 educators.

#### **Responsibilities and Duties**

An Accreditation Councilor's primary role is rendering accreditation decisions. Specifically, Accreditation Councilors:

- Review assigned accreditation cases in advance of in-person meetings, taking all evidence provided by the EPP and site team into consideration
- Serve on initial review panels, which provide a recommendation on an EPP's accreditation status after weighing all evidence provided by the EPPs and the site team
- Serve on joint review panels to evaluate and certify whether the initial panel followed CAEP's and the Accreditation Council's policies in making its recommendations
- Vote on final recommendations to grant or withhold accreditation, based upon CAEP Standards, policies, and decision rules
- Serve on one standing committee (e.g., Annual Report Monitoring, Selection, Site Visit Oversight, Policy) to support the work of the Council
- Review, discuss, and take action on draft recommendations and resolutions, which help the Accreditation Council conduct its business (e.g., approve recommendations from committees)
- Use CAEP policy and procedures to conduct Council business in a professional and impartial manner

#### **Volunteer Qualifications**

- Experience in accreditation of educator preparation
- Demonstrated expertise in the field of teaching and/or educator preparation
- Skill in use of evaluation techniques, such as the interpretation of quantitative data, use of rubrics and questionnaires, and analysis of written information
- Skill in the use of computer technology, including accessing the Internet, using email, navigating websites, reviewing documents online, and word processing

- Effective writing skills: the ability to convey clearly and concisely observations and judgments
- The ability to make unbiased professional judgments about education programs based on the application of national standards

### **Training and Professional Development**

CAEP staff train the Accreditation Council. Training topics will include the CAEP review process, decision-making criteria, and other topics selected by CAEP staff. Accreditation Council trainings are conducted at the same time as Accreditation Council meetings (spring and fall). New Accreditation Councilors who have not previously served as site visitors will also be required to complete the in-depth site visitor training. CAEP site visitor trainings take place over three days (typically in the summer), and will be complemented by online training, which volunteers can complete on their own schedule prior to the in-person session.

### **Commitment Required**

The CAEP Accreditation Council generally meets in person twice a year, and remotely as needed between in person meetings. Councilors review materials beforehand, serve on review panels as assigned, and attend standing committee meetings during this time.

### **Volunteer Selection Process**

Accreditation Councilors are elected to a three-year term by a majority vote of the Accreditation Council.

### **Benefits**

Benefits of being an Accreditation Councilor include:

- Training and professional development on model quality assurance and accreditation processes grounded in evidence-based standards
- Networking opportunities with other experts and professionals in the field
- Exposure to new and innovative methods of teacher preparation
- Contributing your expertise as the crux of an expert peer review based process of accreditation
- Opportunity to observe other EPPs and community contexts
- Certificate of service upon completion of term
- For higher education volunteers: an endorsement letter supporting the volunteer's work as the scholarship of application

### **Additional Information**

For additional information on the Accreditation Councilor volunteer position please see Section II of the Accreditation Policy Manual. For questions on the Accreditation Councilor application, contact [nominating@caepnet.org](mailto:nominating@caepnet.org).