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CCNEACCREDITATION.ORG

## CALL FOR NOMINATIONS CCNE Board of Commissioners and CCNE Nominating Committee

The Commission on Collegiate Nursing Education (CCNE), the autonomous accrediting arm of the American Association of Colleges of Nursing (AACN), is seeking nominations for candidates to run for election to the CCNE Board of Commissioners and the CCNE Nominating Committee. CCNE is a nationally recognized accrediting organization whose scope is baccalaureate and graduate nursing programs and nurse residency/fellowship programs in the U.S. and its territories. Board members and Nominating Committee members are elected by CCNE's accredited programs.

The following positions on the **Board of Commissioners** are open for election:

### **Chief Nurse Administrator (one position)**

- registered nurse with at least 5 years of academic administration experience, including 3 years of experience as a chief nurse administrator (dean or the equivalent)
- doctoral degree, including a graduate degree in nursing
- current service as a chief nurse administrator of a CCNE-accredited nursing program
- leadership experience in program and curriculum development, revision, and evaluation
- experience as a CCNE evaluator is preferred

### **Faculty (two positions)**

- current faculty appointment at (but not the chief nurse administrator of) a CCNE-accredited nursing program
- registered nurse with at least 3 years of experience teaching in a baccalaureate or graduate nursing program
- doctoral degree, including a graduate degree in nursing
- experience with curriculum development and revision
- experience with program evaluation
- expertise in a specific area of nursing practice
- experience as a CCNE evaluator is preferred

### **Practicing Nurse (one position)**

- registered nurse with a graduate degree in nursing
- current certification in a specialty practice area
- primary professional role is the provision of nursing care *or* has worked full-time in nursing practice for a minimum of 10 years and maintains currency in practice by providing nursing care at least 200 hours per year
- experience with practice-education partnerships
- experience as a CCNE evaluator is preferred

### **Public Consumer (one position)**

- current involvement in healthcare related activities (preferred)
- experience with the higher education community (preferred)
- knowledge of the healthcare system (preferred)
- no conflict of interest through service to an organization of professional nurses
- not a registered nurse
- not (1) an employee, member of the governing board, owner, or shareholder of, or consultant to, a program that is accredited by or affiliated with CCNE; (2) a member of any trade association or membership organization related to, affiliated

with, or associated with CCNE; or (3) a spouse, parent, child, or sibling of an individual identified in (1) or (2)

Four positions on the **Nominating Committee** are open for election. Members of the Nominating Committee are either:

- current chief nurse administrator or faculty member at a CCNE-accredited nursing program
  - registered nurse with at least 3 years of experience teaching in a baccalaureate or graduate nursing program
  - doctoral degree, including a graduate degree in nursing
  - experience with baccalaureate or graduate nursing program curriculum development and revision
  - experience as a CCNE evaluator is preferred

OR

- current chief nursing officer/chief nurse executive or nurse residency/fellowship program administrator at an institution with a CCNE-accredited nurse residency/fellowship program
  - registered nurse with at least 3 years of experience administering or leading a nurse residency/fellowship program
  - graduate degree in nursing or a related field
  - experience with nurse residency/fellowship program curriculum development and revision
  - experience as a CCNE evaluator is preferred

### **Requirements**

In accordance with the *Bylaws* of the Commission on Collegiate Nursing Education:

No member of the CCNE Board shall concurrently serve on the Board of Directors of AACN. Additionally, individuals serving on the CCNE Board and/or a CCNE committee are not permitted to concurrently serve on the decision-making body of another national nursing accrediting organization (or its parent organization). No current member of the CCNE Board may serve as a consultant to a baccalaureate, graduate, or residency/fellowship program in nursing within CCNE's scope of accreditation review. It is the intent of this provision to avoid conflict of interest and the appearance of conflict of interest with any individual or organization that may influence the CCNE accreditation process. (p. 9)

Board members of national nursing accrediting organizations and their parent organizations, including AACN, are not eligible for election to the CCNE Board of Commissioners. Those individuals serving on the decision-making body of another national nursing accrediting organization (or its parent organization) should confirm that their term on those bodies would conclude prior to the start of their term on the CCNE Board or Nominating Committee, if elected. Those seeking election to the CCNE Board of Commissioners should complete their current term prior to assuming a position on the decision-making body of another national nursing accrediting organization (or its parent organization), including the AACN Board of Directors.

Individuals elected to serve on the Board should give high priority to the work of CCNE. Board members are expected to be available and responsive to the CCNE staff and

other colleagues on the Board. Board membership requires attendance at two 4-day Board meetings per year (typically in April/May and September/October) and a 2-day Board retreat (typically in January), along with preparation and travel time. In months when there is not an in-person meeting, there is usually a 2-hour virtual meeting. Board membership also may include appointments to internal or external committees and attendance at some events as a representative of CCNE. Travel expenses are reimbursed by CCNE in accordance with CCNE policy and travel guidelines. The 2025 Board meeting dates have not yet been determined.

Nominating Committee membership requires participation in 2-3 virtual meetings per year in the spring, along with preparation time.

For both Board and Nominating Committee members, participating in orientation is required. Also, regular access to a computer, the internet, and email is essential since communications and reports are transmitted and reviewed electronically.

### **Responsibilities**

Board member responsibilities, in addition to attendance at in-person and virtual meetings, are likely to include participation on committees, review of accreditation materials and other confidential documents, and assistance with CCNE activities (e.g., evaluator training, workshops, and forums on accreditation). In preparation for the meetings, Board members are responsible for reviewing self-study documents, team reports, and progress reports, and making accreditation decisions in accordance with CCNE procedures and guidelines. While the time commitment varies from month to month, Board members should expect to devote significant time to review programs' accreditation materials in advance of the scheduled meetings.

Nominating Committee responsibilities include screening nominations and developing a slate of qualified candidates for the CCNE Board of Commissioners and the CCNE Nominating Committee. There are no in-person meetings of the Nominating Committee. The time commitment is minimal compared to other CCNE committees and Board service.

### **Terms of Service**

Membership on the CCNE Board is limited to two full terms; a full term is 3 years. Membership on the Nominating Committee is limited to a 1-year term; however, one incumbent will remain on the committee for a second term to serve as chair of the committee.

The terms of office for individuals elected to the CCNE Board of Commissioners and Nominating Committee will begin on January 1, 2025.

### **Process**

CCNE seeks wide representation in its Commission and its committee membership and will consider factors such as geographic location, diversity, education, accreditation expertise, professional experience, type of employing institution, nomination materials, and references.

Nominations for either the Board of Commissioners or the Nominating Committee may be submitted by institutions, organizations, Board or committee members (except Nominating Committee members), or other interested parties. Self-nominations are accepted. All nomination materials must be complete and received by the deadline.

## Timeline

Following the CCNE Nominating Committee's consideration of nomination materials in the spring, CCNE staff will notify all nominees of the results. Selected candidates will be required to submit a brief candidate statement and will be placed on the ballot for elections to be held in late spring.

## Nomination Submission

Nominees for a position on the Board of Commissioners or the Nominating Committee must complete the online Nomination Form and upload a CV/resume. All Nomination Forms must be received by **March 22, 2024**. The Nomination Form is accessible at: <https://fs9.formsite.com/ccne/caiz1rclxw/index>. Nominators should share this link with their selected nominees. When a nominee indicates on the Nomination Form that they have been nominated by another individual, CCNE will verify the nomination with the identified nominator.

At least one reference must be submitted to CCNE (via the Reference Form linked below) responding to specific questions about the nominee's qualifications and suitability to serve as a member of the Board of Commissioners or Nominating Committee. All Reference Forms must be received by **March 29, 2024**. The Reference Form is accessible at: <https://fs9.formsite.com/ccne/yktj3hfunq/index>. The nominee should forward this link to potential references. Additionally, the nominee should notify the potential references if election is being sought to the Nominating Committee or Board of Commissioners, and, if to the Board of Commissioners, which specific position (i.e., chief nurse administrator, faculty, practicing nurse, public consumer). The Nominating Committee will review up to four references per nominee.

As noted above, all Nomination Forms must be received by CCNE no later than **March 22, 2024**, and all Reference Forms must be received no later than **March 29, 2024**.

For additional information about the nominations process, nomination materials, required qualifications, or responsibilities of Board and Nominating Committee members, please contact Benjamin Murray, CCNE Deputy Executive Director, at [bmurray@ccneaccreditation.org](mailto:bmurray@ccneaccreditation.org) or 202-887-6791 x275.