

## **SACSCOC Evaluator Policy**

Evaluator nominations are made by the Chancellor. Individuals interested in being considered may submit a request to the institutional SACSCOC Liaison (traditionally the Assistant Vice Chancellor for Institutional Planning and Effectiveness). Evaluator requests are reviewed by the Provost Executive Council and recommendations are submitted to the Chancellor for approval.

Qualified evaluator candidates typically possess significant higher education experience and will demonstrate:

- Broad knowledge of higher education institutional operations;
- A depth of knowledge within one or more areas of higher education institutional operations (Academic Affairs, Student Affairs, Athletics, Administration, Finance, Library);
- Administrative experience in an academic or administrative unit, at director level or above;
- Knowledge and experience with outcomes assessment;
- Knowledge and/or experience with accreditation processes;
- Willingness and ability to positively represent Western Carolina University.

Continued status as an evaluator is contingent on institutional role and satisfactory performance as a SACSCOC evaluator. Evaluators are removed from the SACSCOC evaluator roster upon termination of employment with Western Carolina University.

Note: This is a SACSCOC document which is provided for your information

## How to Become an Evaluator

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) welcomes the nomination of individuals interested in participating on its various evaluation committees that conduct reviews of institutions. Those committees are essential to the process whereby institutions seek and maintain membership within the SACSCOC community of higher education institutions. SACSCOC is dedicated in its efforts to ensure the continuing vitality, value, quality and consistency of its peer review process that is of value to the institution and the Commission.

The process for nominating and selecting an individual to serve on a SACSCOC evaluation committee begins with the president of a member institution. The president nominates the individual to be considered for inclusion in the Commission's Evaluator Registry. Each nominee completes the [Evaluator Information Form](#) and ensures that it is signed by the CEO of the institution. The completed Evaluator Information Form is sent to the Office of Training and Research at SACSCOC where it is reviewed by the SACSCOC staff. Based on its review of the upcoming needs of the Evaluator Registry, the particular areas of professional expertise and experiences of the nominee, and the overall profile of the institution's representation within the Registry, the staff makes a determination as to whether to include the individual in the Registry. When a nominee is included in the Evaluator Registry, the individual is placed within a category such as the following:

- Academic Administration
- Academic Disciplines
- Administrative Services
- Continuing Education
- Developmental Education
- Educational Support
- Health Sciences
- Institutional Effectiveness
- Governance and Administration
- Student Services

Each of the categories listed above, as well as others within the Registry, are divided into various subsets based on the category as well as the characteristics of the nominee's institution (governance, types of degrees offered, location, size, etc).

Individuals in the following areas receive the highest priority for inclusion in the Registry:

- Governance and Administration
- Administrative Services (financial resources)
- Faculty teaching in various academic disciplines (particularly areas such as education, business, theology, and medicine)
- Library/learning resources
- Institutional effectiveness
- Student Services

We do not frequently use such persons as institutional advancement officers, admissions personnel, counseling personnel, or assistants to the president (unless the person's title indicates a specific duty such as "assistant to the president for planning").

Once an individual is a member of the Registry, the Commission staff may select the individual to participate on an evaluation committee. Please note that inclusion in the Registry does not mean an individual will automatically be asked to serve on a committee; however, it is imperative an individual first be admitted to the Registry because that is the primary source the Commission uses to develop its evaluation committees.