



Declaration of Qualification to Serve

This Declaration concerns individuals who are nominees to serve as members of the TRACS Accreditation Commission and is to be completed as a part of the nomination process.

Name of Nominee _____

General Qualifications

According to the TRACS Bylaws - Article 6, Section 2:

A Commissioner shall be a person who is a born-again believer, separated from worldliness, has a reputation and Christian character which is above reproach, is in accord with the philosophy and purpose of TRACS, is qualified by appropriate experience and training, and annually affirms agreement with TRACS' doctrinal statement. Any Commissioner representing an institution which ceases to be a member is no longer qualified to serve as a Commissioner as of the date on which the institution ceases to be a member.

Specific Qualifications

Institutional Representative

According to the TRACS Bylaws - Article 7, Section 3, Subsection C:

(Specified) members of the Commission shall be employed full-time by member institutions as executives, administrators, or faculty.

TRACS defines full-time employee as: An employee who has a full-time contract or other legal arrangement which indicates to the employee that the term of employment will only be terminated for cause or financial exigency; whose experience and education or training are related to the scope of employment; whose salary is fixed and not contingent; whose job responsibilities are specifically spelled out in a board approved job description; whose primary professional employment is with the institution; who devotes substantially all working time during the contracted period to the specified job responsibilities; and whose outside professional activities do not detract from the specified job responsibilities. The contract or other legal arrangement must include language that specifies the employee has read the institution's purpose, objectives, and philosophy and agrees with and supports them.

Faculty Representative

According to the TRACS Bylaws - Article 7, Section 3, Subsection B:

Two members of the Commission shall be full-time faculty members of member institutions.

TRACS defines full-time faculty as: A faculty member who has a full-time contract with the institution; whose earned degrees from accredited institutions are directly related to courses to

be taught; whose salary is fixed and not contingent; whose job responsibilities are specifically spelled out in a board approved job description; whose primary professional employment is with the institution; who devotes substantially all working time during the contracted period to the specified job responsibilities; and whose outside professional activities do not detract from the specified job responsibilities.

Colleges and universities generally include librarians as members of the faculty and some institutions consider Registrars as faculty. If an institution classifies a librarian as a full-time faculty member, TRACS can accept that as the equivalent of the definition above. Because Registrars are often viewed as administrators, they would more likely be considered Institutional Representatives on the Commission. For a Registrar to be considered the equivalent of a full-time faculty member, the institution would be required to classify the Registrar as a full-time faculty member.

Public Representative

According to the TRACS *Bylaws* - Article 7, Section 3, Subsection A:

At least three, but not more than one-third of the Commissioners shall be public representatives. A representative of the public must not be (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited or preaccredited by the agency or has applied for accreditation or preaccreditation; (2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or (3) A spouse, parent, child, or sibling of an individual identified in paragraph (1) or (2) of this definition.

Based on the definitions and expectations for serving as either an Institutional Representative, Faculty Representative, or Public Representative, select the appropriate designation for the nominee below. (check only one)

Institutional Representative

Name of Institution _____

Position / Title _____

Highest Earned Degree _____

Granting Institution _____

Does the nominee have any experience in Distance Education?

Yes

No

If yes, explain.

Has the nominee participated on any Evaluation Team or Focus Team Visits for TRACS?

Yes

No

If yes, explain.

Faculty Representative

Name of Institution _____

Position / Title _____

Highest Earned Degree _____

Granting Institution _____

Does the nominee have any experience in Distance Education?

Yes

No

If yes, explain.

Has the nominee participated on any Evaluation Team or Focus Team Visits for TRACS?

Yes

No

If yes, explain.

Public Representative

Current Status Employed

Self-Employed

Retired

If employed, indicate the name of the company / organization of employment and current position / title:

Highest Earned Degree _____

Granting Institution _____

Does the nominee have any experience in Distance Education?

Yes

No

If yes, explain.

Has the nominee participated on any Evaluation Team or Focus Team Visits for TRACS?

Yes

No

If yes, explain.

Additional Documentation Required

Please include the following with your nominee submissions:

a current résumé or curriculum vitae,

a short biographical sketch, and

a recent color headshot photograph.

By signing below, the nominee acknowledges that he/she satisfies the general qualifications for service as a Commissioner and meets the specific qualifications for service as specifically designated. The nominee further agrees to notify the President of TRACS and tender his/her resignation from the Commission if he/she no longer meets the general or specific qualifications for serving on the Commission.

Signature of Nominee _____

Date _____



Declaration of Doctrinal Statement Agreement

This Declaration concerns individuals who are nominees to serve as members of the TRACS Accreditation Commission and is to be completed as a part of the nomination process.

Name of Nominee _____

According to the TRACS *Bylaws* – Article 6, Section 2: (emphasis added)

A Commissioner shall be a person who is a born-again believer, separated from worldliness, has a reputation and Christian character which is above reproach, is in accord with the philosophy and purpose of TRACS, is qualified by appropriate experience and training, and annually affirms agreement with TRACS' doctrinal statement. Any Commissioner representing an institution which ceases to be a member is no longer qualified to serve as a Commissioner as of the date on which the institution ceases to be a member.

According to the TRACS *Bylaws* – Article 5, Sections 1-11:

TRACS exists to accredit Christian educational institutions that have adopted specific doctrinal positions. In the institution's Biblical Foundation Statement, the TRACS Biblical Foundations Statement is affirmed as a general model, but is not expected to be used verbatim, TRACS offers the following tenets:

Section 1: The Bible - *The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.*

Section 2: The Trinity - *The triune Godhead – one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.*

Section 3: The Father - *God the Father, the first person of the Divine Trinity, is infinite Spirit – sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.*

Section 4: The Son - *The perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.*

Section 5: Holy Spirit - *The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required for salvation.*

Section 6: Historicity - The full historicity and perspicuity of the Biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

Section 7: Redemption - The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial and resurrection, followed by His bodily ascension into heaven.

Section 8: Salvation - Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

Section 9: Last Things - The future, personal bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal kingdom and to consummate and fulfill all His purposes in the works of creation and redemption with eternal rewards and punishments.

Section 10: Biblical Creation - Special creation of the existing space-time universe and all its basic systems and kinds of organisms occurred in the six literal days of the creation week.

Section 11: Satan - The existence of a personal, malignant being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

By signing below, the nominee affirms agreement with the TRACS Doctrinal Statement as presented above:

Signature of Nominee _____

Date _____



Nominee Conflict of Interest Form

This Declaration concerns individuals who are nominees to serve as members of the TRACS Accreditation Commission and is to be completed as a part of the nomination process.

Name of Nominee _____

Definition: A conflict of interest includes, but is not limited to, having served for compensation during the past three years as a consultant for an institution under consideration, being a stockholder or board member of the institution, or any other association or activity, including the appearance of a conflict of interest, that an impartial person might reasonably conclude would compromise a person's capacity for objectively dealing with an issue concerning a particular institution.

In addition to the general "Conflict of Interest" definition above, the following apply specifically to individuals serving as Accreditation Commission members:

- It is a conflict of interest for a member of the Accreditation Commission to have served as a member of an Evaluation Team, Focus Team or as an Interim Fifth-Year Peer Reviewer for an institution under consideration if the review was within five years of the meeting where the institution will be considered.
- A member of the Accreditation Commission or one of its committees with a conflict of interest related to any institution or action being considered must decline an assignment as a reader, declare the conflict, and recuse himself / herself from the discussion, deliberation, and decision making regarding that institution or action under consideration.
- If it is discovered after an Accreditation Commission action that a situation involving a conflict of interest has significantly affected a Commission action, the Chair of the Accreditation Commission may place the action on the Accreditation Commission agenda for reconsideration. A member of the Accreditation Commission may be removed from the Accreditation Commission by vote of that body if he / she knowingly violates these guidelines.
- Accreditation Commission members may not solicit or accept employment, including compensated consulting, from any institution which has been considered by the Accreditation Commission for any action for one year following the action.
- When an Accreditation Commission member is employed by, an appointee of, or a consultant to a member institution which is in any way involved in litigation with TRACS or the Accreditation Commission or both, it shall be a conflict of interest for that member to attend any meeting of the Accreditation Commission or the committees of the Accreditation Commission until the litigation is concluded, including all appeals.

By signing below, the Nominee for the Accreditation Commission acknowledges understanding of what constitutes a "Conflict of Interest" and agrees to abide by the TRACS Conflict of Interest Policy in their service on the Accreditation Commission.

Signature of Nominee _____

Date _____



Institutional / Faculty Representative Financial Responsibility Acknowledgement Form

This form concerns individuals who are nominees to serve as either an Institutional Representative or Faculty Representative on the TRACS Accreditation Commission and is to be completed by the CEO of the institution where the below named nominee is employed. Once completed, this form should be returned to the nominee for submission to TRACS as a part of the nomination process.

Name of Nominee _____

Designation: (choose one) Institutional Representative
 Faculty Representative

Name of Institution _____

By signing below, I affirm understanding that if the above-named nominee is selected to serve on the TRACS Accreditations Commission, our institution will be responsible for all expenses incurred by the Commissioner which relate directly to his / her attendance and service at two Accreditation Commission meetings per year for a period of three years. These expenses may include, but may not be limited to, travel, meals, and hotel accommodations.

Printed Name of Institution's CEO _____

Signature of Institution's CEO _____ Date _____



Public Representative Financial Responsibility Acknowledgement Form

This form concerns individuals who are nominees to serve as Public Representatives on the TRACS Accreditation Commission and is to be completed by the nominee as a part of the nomination process.

Name of Nominee _____

By signing below, I affirm understanding that if selected to serve as a Public Representative on the TRACS Accreditations Commission, I will be responsible for all expenses incurred which relate directly to my attendance and service at two Accreditation Commission meetings per year for a period of three years. These expenses may include, but may not be limited to, travel, meals, and hotel accommodations. I further affirm understanding that TRACS will provide a reimbursement of up to \$2,500.00 per fiscal year (July 1 to June 30) to cover these expenses.

Signature of Nominee _____ Date _____