

2017 Call for Candidates for AACP Appointee to ACPE

The AACP Board of Directors is seeking candidates for service on the [Accreditation Council for Pharmacy Education](#) (ACPE) Board of Directors. ACPE is the national accrediting body for professional degree programs in pharmacy as well as for providers of continuing pharmaceutical education. The Council's board membership consists of ten persons: three appointed from the American Pharmacists Association, three from the National Association of Boards of Pharmacy, one from the American Council on Education, and three from AACP.

The term of appointment for the person selected will be six years, beginning in July 1, 2018 and concluding in June 30, 2024. The appointee will participate in a comprehensive ACPE orientation program for new board members between January 2018 and June 2018. The candidate now being sought by AACP will succeed Victoria Roche (Creighton) whose term expires in June 2018. Other ACPE appointees from AACP are Lori Duke (Georgia) and Marie Chisholm-Burns (Tennessee) whose terms expire in 2020 and 2022, respectively.

Eligibility

AACP selects its appointees to the ACPE Board of Directors from active individual members of the Association who are employed full-time in pharmacy education because the AACP feels that full-time involvement in and commitment to pharmacy education is essential for a complete awareness of issues related to pharmaceutical education. Candidates will not be considered unless they have met all of the following required criteria:

- i) have significant administrative experience in a school or college of pharmacy;
- ii) have earned a doctorate;
- iii) have a minimum 10 years experience as a member of the faculty or administration of an ACPE accredited college or school of pharmacy;
- iv) be a current active individual member of AACP;
- v) be currently employed full time in a school or college of pharmacy; and
- vi) not be a member of the AACP Board of Directors or be appointed to the AACP Board during the term as a member of the ACPE Board of Directors.

Further, the AACP encourages persons it appoints to the ACPE who later accept a position outside of full-time pharmaceutical education to evaluate the extent of their involvement in pharmaceutical education to ensure that they retain a full sensitivity to contemporary and future trends in pharmaceutical education. Candidates should consider their ability to commit to a six-year term and their respective personal and professional obligations at the time of application and those that may be anticipated in the future.

Self-nomination

AACP members interested in serving in this capacity are invited to submit their credentials for consideration. Only self-nominations are accepted. Appointment to the Council is an important professional recognition that carries a serious and substantial voluntary service commitment (see Addendum). The Board requests that each candidate submit as **a single PDF document in the following order**:

- A cover letter that concisely states the candidate's willingness to serve and why s/he wishes to serve. In addition, the letter should contain a descriptive narrative highlighting relevant scholarship, professional, and academic experience in support of those unique contributions the candidate would make to maintain academic quality in service on the ACPE Board of Directors;
- A brief bio (no more than 1 page); and
- A complete curriculum vitae.

A subcommittee of the AACP Board of Directors will conduct a review of all candidates' credentials submitted to assist the Board in its deliberations. Selection will be made based on eligibility, credentials, experience, candidates' potential for contributions to be made, and consideration of balance in background and experience of AACP appointees to the ACPE Board of Directors.

Candidates should submit a **SINGLE PDF** of the requested materials to Cecilia M. Plaza, PharmD, PhD (cplaza@aacp.org) with a subject line of "**Submission for Appointment to ACPE Board**".

Complete candidates' credentials must be received at AACP no later than close of business September 6, 2017. The deadline is firm and will not be extended. Late materials will not be accepted. Selection of the appointee will occur during the November 2017 meeting of the AACP Board of Directors.

ADDENDUM: ACPE Appointment Service Commitment

List of ACPE Board responsibilities:

- Determine organization's mission and purpose
- Ensure effective organizational planning
- Ensure adequate resources and their management
- Determine and monitor the organization's programs
- Select, support and evaluate the executive director
- Promote the organization's public image
- Ensure legal and ethical integrity and accountability
- Participate in the accreditation activities, take actions and make recommendations
- Participate in the periodic review of standards
- Attend Board meetings and other special meetings
- Have a respectful attitude for colleagues and their views

Attestation

Under a new USDE requirement, prior to taking office as a member of the ACPE Board of Directors, each appointee shall execute an attestation confirming that he or she meets all of the requirements and restrictions under the ACPE bylaws necessary to be eligible to serve on the ACPE Board.

Estimated TIME REQUIREMENTS for appointees:

Board meetings: Two Board meetings per year (Wednesday afternoon to Sunday morning; approximately 2 to 3 days preparatory reading). In some years, if finances permit, a third meeting is required for strategic planning purposes and meetings with ACPE sponsor leadership.

Commission meetings: Attend one meeting each of the Continuing Pharmacy Education Commission and the International Commission during their orientation period.

College/school site visits: After the orientation period noted below, approximately one college/school site visit (full or focused) per semester on average for Board members (2 to 3 days on site with approximately 1 to 2 days preparation and follow up activities).

Meeting with the appointing organization leadership: Annual (APhA, AACCP) or biannual (NABP) meeting (1 to 2 hours) of appointees with the elected leadership of the appointing organization, along with ACPE staff. Meetings are either at annual meeting of the organization (most common) or at another meeting of the sponsoring organization's leadership.

Special ACPE conferences (e.g., during standards revisions) and ACPE updates and booth sessions at professional organization meetings

Attendance is based on Board member availability and interest.

If elected as an officer or Board Liaison to a commission, the following additional meetings are required:

- **Executive Committee meeting** – if elected as President, Vice President, or Secretary/Treasurer, attend a two-day planning meeting in December in Chicago.
- **Commission meetings** – if elected as a board liaison, attend two meetings, (2 days each) of either the Continuing Pharmacy Education Commission or the International Commission.

ORIENTATION PROGRAM for new appointees:

- January 2018 Board meeting. - Thorough orientation to ACPE and responsibilities and observe the proceedings (light reading beforehand). Dates are to be determined but likely the third week of January in Chicago, IL.

- Sometime between January to November 2018- if not previously trained, attend a two-day college/school site visit training program on current standards and evaluation in Chicago and attend one meeting each of the Continuing Pharmacy Education Commission and the International Commission (2 days each; in Chicago).
- June 2016 Board meeting. - Review all the reading material in advance, participate in the discussions but not have voting privileges; Dates are to be determined but likely the third week of June in Chicago, IL. The new Board member would take office on July 1, 2018.

ADMINISTRATIVE ISSUES

- ACPE reimburses all travel and expenses related to Board meetings and site visits, according to ACPE's travel policies; no direct payment is made for Board of Director service time.
- Spouses and significant others of Board members are invited to attend Board meeting social events; travel costs are their responsibility.
- ACPE Board members will be asked to sign the ACPE disclosure and confidentiality agreement.
- ACPE Board members are covered by our corporate insurance for their activities on behalf of ACPE.