

# How to Become a Peer Evaluator

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) welcomes the nomination of individuals interested in conducting peer reviews of institutions as a member of various evaluation committees. Those committees and members 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 integrity, vitality, value, quality and consistency of its peer review process that ensures members effectively accomplish their missions in higher education.

Since SACSCOC is an institutional membership association, peer evaluators represent the member institution on any committee upon which they conduct a review. Therefore, the institution's CEO (e.g., President, Chancellor, etc.) must approve an individual to be an evaluator and available to be invited to conduct a review as a committee member. The process to become an evaluator is as follows:

1. The institution's accreditation liaison (IAL) inputs basic nominee information (Name, Title, Email and Phone) into the SACSCOC data system via the Institutional Portal located at: <https://sacscoc.force.com/institutionportal>
2. Once the IAL submits the information, a link will be emailed to the institution's Chief Executive Officer (e.g., President, Chancellor, etc.) for him or her to approve or decline the nomination.
3. If approved by the CEO, the nominee will receive a link to the Volunteer Portal to enter their information.
4. Approved nominees enter the following information into the Volunteer Portal: 1) General and Contact Information, 2) Education, 3) Work Experience, 4) Expertise Areas, and 5) Conflict of Interests.
5. Once the evaluator enters their information into the Volunteer Portal, SACSCOC is notified of the nomination.
6. Based on the review of the upcoming needs of the Peer 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 SACSCOC staff makes a determination as to whether to include the individual in the Registry. SACSCOC staff will then categorize the nominee and activate them. Please note that if the nominee's education and experience are not within categories used on review committees, the evaluator might not be added to the Peer Evaluator Registry. If this happens, the IAL and nominee will be notified.
7. Once the process is completed, the evaluator will receive a welcome email.

Professional categories normally and most frequently used by the Commission include:

1. Organization and Governance (e.g. President, Board Members, Executive VP);
2. Academic Administration (e.g. Chief Academic Officers, Academic Leadership, Deans, etc.);
3. Faculty Members (including Program Directors, Department Chairs, etc.);
4. Finance (e.g. Chief Financial Officers, Financial Administration, Financial Management Staff, etc.);
5. Institutional Effectiveness / Institutional Research;
6. Library and Learning Resources;
7. Student Services.

Once an individual is a member of the Peer Evaluator Registry, the Commission staff may select the individual to participate on an evaluation committee. Please note that inclusion in our systems does not mean an individual will automatically be asked to serve on a committee; however, it is imperative that an individual's

information be recorded in our systems since that is the primary source the Commission uses to develop its evaluation committees. When inviting evaluators to conduct reviews on a committee, the Commission considers several factors including, but not limited to, how well the evaluator's professional profile is suited to the type of institution under review, the type of review being conducted, any particular topics that need to be explored during the review and the mix of evaluators on the committee. The goal is that institutions under review, to the extent practically possible, are truly evaluated by peers at similar institutions.

Please contact Ms. Camille Johnson, Training and Research Specialist, at [evaluator@sascoc.org](mailto:evaluator@sascoc.org) or (404) 492-5373 if you have questions or need additional information. Thank you for your interests to support quality in higher education by being a member of a peer evaluation team. If possible, we look forward to you being a part of the process.