



PEER CORPS MEMBER POSITION DESCRIPTION

The Higher Learning Commission (HLC) is seeking experienced, detail-oriented academics and administrators to serve as members of its Peer Corps. Peer reviewers evaluate member institutions for adherence to HLC's Criteria for Accreditation. In addition, they offer consultative feedback that contributes to the quality of an institution's processes and academic offerings.

Peer review entails bringing judgment based on experience and knowledge to the evaluation process. In all evaluation processes, judgment, reason and the documentation of evidence contribute to effective peer review. Effective judgment of the Criteria for Accreditation requires that any evaluation be informed significantly by the context of the institution being evaluated and its mission. The review process requires examination of submitted materials, participation in an evaluation (on site or online) and report writing.



2018 APPLICATION PERIOD— DEADLINE EXTENDED

In order to meet pressing needs in the Peer Corps, HLC has extended the application deadline for institutional [business officers](#) and those applying through HLC's [Diversity Initiative](#). Applications for these groups are due June 11, 2018.

If you are not a member of these groups and are interested in applying, please [sign up to be notified](#) when the Peer Corps application period opens in January 2019.

EXPECTATIONS FOR REVIEWERS

HLC Peer Corps members must have the ability to:

- Consult with team members and institutional representatives.
- Listen carefully and attentively, without judgment.
- Work effectively and collaboratively with members of the review team.
- Prepare thoroughly for assignments; attend to detail as required.
- Communicate tactfully with various institutional representatives.
- Communicate team findings to institutional representatives in a constructive manner.
- Evaluate processes and identify quality improvement.
- Meet deadlines and complete assignments in a thorough and timely manner.
- Take direction from the assigned leader of the team.
- Remain flexible and patient with team members, institutional representatives and staff.

- Maintain confidentiality regarding results of evaluations.
- Avoid conflicts of interest in accepting team assignments.

MINIMUM QUALIFICATIONS

- At least five years of experience in higher education.
- Master's or other appropriate terminal degree; doctorate preferred.
- Currently employed by or recently retired (within two years) from an institution accredited by and in good standing with HLC.

CURRENT AREAS OF NEED IN THE CORPS

Peer review teams are most effective when the reviewers reflect the characteristics of the institutions they evaluate. In order to ensure its ability to form teams that represent the full range of its member institutions, HLC is currently seeking Peer Corps applicants of the following types:

- Faculty members, especially:
 - With academic training in biological or physical science, medicine, engineering, fine and performing arts, and physical and occupational therapy.
 - In faculty governance roles.

- Faculty members and administrators from small or private not-for-profit institutions, research universities, seminaries, medical schools, and highly selective institutions.
- Student affairs leaders.
- Admissions and enrollment management leaders.
- College and university presidents.
- Chief financial officers, budget directors and other finance leaders.
- Academics and administrators from the following racial and ethnic groups:
 - American Indian or Alaska Native.
 - Asian and Native Hawaiian or other Pacific Islander.
 - Black or African-American.
 - Hispanic or Latino.

For more information, see [Peer Reviewer Responsibilities and Expectations of Service](#) and the [Peer Corps Diversity Initiative](#).