

# IACET Lead Reviewer

## Summary

The Lead Reviewer, as an IACET Commissioner, is responsible for maintaining the integrity and rigor of the accreditation process while ensuring that applications are reviewed uniformly, consistently, and on time. The Lead Reviewer will have primary responsibility for the applications that are assigned to them and the site visitor. IACET expects Lead Reviewers to act with empathy while holding applicants accountable to conformance with the current ANSI/IACET Standard for Continuing Education and Training. Lead Reviewers, Site Visitors, and staff will work in harmony to provide exemplary service to applicants and renewing Accredited Providers while maintaining the rigor and integrity of the accreditation process.

Lead Reviewers shall serve as independent contractors and be evaluated quarterly based on performance criteria with a summary report provided to the Board of Directors. The performance requirements are listed here.

## Duties

- Evaluate accreditation applications (at a minimum of 2 reviews per quarter) following the IACET governing documents and any other accreditation review policy or instructions given by the CEO and the designated program manager.
- Administer a professional, unbiased, and consistent accreditation review service, that meets or exceeds the measures of performance approved by IACET.
- Perform reviews that would pass the scrutiny of any audit, cross evaluation or investigation.
- Work performed by the Lead Reviewer will meet the standards for quality, thoroughness, and soundness as set forth in any instructions from the CEO, the designated program manager, and the IACET Board of Directors and as would be self-evident as quality work based on the nature of such a program.
- Work collaboratively with other Commissioners (Site Visitors) to complete accreditation reviews.
- May be asked to Co-facilitate or Facilitate the Accreditation Workshops, webinars and other learning events and commissioner training as needed.
- Provide leadership in promoting uniformity and consistency in the accreditation process with all assigned site visitors.
- Properly document accreditation reviews by using the systems and procedures provided by IACET.
- Proactively communicate with all affected parties on a timely basis to assure a smooth and informed accreditation process.
- Be available by phone to meet with IACET staff, Site Visitor(s), and applicants during business hours as needed.
- Lead the accreditation process for each assigned application and collaborate with the designated site visitor to come to a consensus on applications. Write all application comments and requirements clearly to applicants.

- Utilize the accreditation management system to facilitate all communications. Phone calls without staff in attendance should be summarized in writing and placed in the accreditation management system as part of the record of review.
- Serve on the Accreditation Review Committee (ARC) as defined by the IACET Policies and Procedures, and faithfully execute all duties of that committee. Responsibilities as a part of the ARC may include reviews of audit materials outside of an accreditation application.
- Additional duties as needed may be added by the CEO and the designated program manager to enhance the level of service provided by IACET to applicants and Accredited Providers.

## **Qualifications**

### **Education**

- Required - An earned bachelor's degree from an accredited institution, with extensive related experience in Adult Education, Organizational Development, Training, or related field.
- Preferred - Master's or Ph.D. with a focus in Education, Organizational Development, or other related fields

### **Knowledge and Skills**

- Demonstrated knowledge, skills, and abilities to successfully meet the IACET Standard for CE/T and achieve accreditation.
- Knowledgeable of the most current ANSI/IACET Standard for CE/T, and the accreditation application/review process.
- Knowledge of current adult education best practices. Documented efforts to remain current with best practices in adult education through continued professional development.
- Proven organizational and management skills.
- Ability to use clear judgment/decision-making skills.
- High competence in using virtual office technology such as, but not limited to, Microsoft Office 365, Adobe, conferencing technology, and other information technologies to create, store, and present information.
- Superior ability to speak and write effectively.
- Ability to foster harmonious relationships with IACET Staff, applicants, Accredited Providers, and fellow commissioners.
- Ability to articulate the value of accreditation, the application process, including the site visit, timeline, and appeals to applicants.
- Ability to work effectively with individuals from different cultures.
- Process-oriented with the ability to identify process improvement opportunities.
- Be a self-directed self-starter.

### **Important Abilities**

- Have a strong understanding of the role and process of accreditation.
- Work well with people and have a pleasant, amicable attitude.
- Regularly apply conflict resolution skills.
- Have the ability to consult and collaborate with applicants, staff, and fellow commissioners.