



New England Commission of Higher Education
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Selection of Non-Credit Recognition Evaluators

The Commission staff is responsible for composing evaluation teams in the light of each organization's specific situation and needs. The general requirements for the team will be discussed with the officers of the organization by members of the staff at the time of the preliminary visit.

The evaluation team is typically composed of two members who are competent and knowledgeable individuals with experience in non-credit programming. Additional members may be added to the team, as appropriate. The organization will have a discussion with Commission staff to determine the representation of the evaluation team.

The Commission maintains an active database of non-credit evaluators. The Commission relies on the personal and professional integrity of individuals to refuse any assignment where even the slightest potential for conflict of interest exists.

From this database, Commission staff will select a prospective team. The list of members is then sent to the provider's Non-Credit Recognition Liaison for any comments or observations they may choose to make concerning the proposed team. The final determination of the team membership will then be made by Commission staff who will issue an invitation to the proposed members, enclosing information concerning the nature of the proposed evaluation. Because it is sometimes necessary to make changes in the team, the organization and evaluation team are instructed not to proceed with arrangements for the site visit until notified by Commission staff that all members of the team have accepted their assignments.

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