

Opportunity Description

The Accreditation Committee members will

- Review submissions from post-secondary institutions for accreditation by CPHR Alberta
- Provide a report to CPHR Alberta indicating why the program aligns or does not align with the CPHR Competency Framework

Based on the outcome of the Committee reviews and evaluations, Committee members make recommendations to CPHR Alberta on whether a post-secondary program meets the requirements for accreditation by CPHR Alberta.

The Committee will be made up of nine members of CPHR Alberta. Each Committee member will either work directly in the academic field as a professor or will be a CPHR who has experience as an instructor at a post-secondary institution.

Each application will be reviewed by a minimum of two professor members. To maintain an impartial review, no application will be evaluated by a member currently affiliated with the applying institution.

Requirements/Qualifications

- Be a Chartered Professional in Human Resources
- Demonstrated dedication to the Human Resources profession and to CPHR Alberta
- Post-secondary experience and knowledge of instructional design is necessary
- Familiarity with HR professional standards would be an asset
- For non-academic Committee positions, the member must have experience as a post-secondary instructor.

Role of Committee

The Accreditation Committee of CPHR Alberta is a necessary function for the process of accrediting post-secondary institutions. The Committee is responsible for reviewing and assessing accreditation applications from post-secondary institutions and providing a recommendation to CPHR Alberta.

Mandate of Committee

The Committee is assigned the duties of

- Reviewing accreditation applications from post-secondary institutions and making recommendations to CPHR Alberta with regard to accepting or rejecting the application.
- Providing a report for each application review with information about why an application is accepted or rejected.

The Accreditation Committee's overarching purpose is to ensure that accredited post-secondary institutions meet the requirements and standards for accreditation with CPHR Alberta.

Reporting Relationship

The Accreditation Committee shall report to the Manager, Professional Standards, or designate. The Committee shall submit a report for each application it reviews.

Membership

- All Members of the Accreditation Committee must have a CPHR designation.
- Appointment of Members to the Accreditation Committee is the responsibility of the Manager, Professional Standards.
- The Committee will be comprised of six members at all times, with three members examining each application.
- There must be at least one Committee member at all times who is currently working in what would be termed an academic role with an Alberta post-secondary institution.
- The Committee members may not review an application from a post-secondary institution with which they are affiliated.
- No member of CPHR Alberta's Board of Directors shall serve on the Accreditation Committee, and any member elected to the Board shall immediately be considered to have vacated their position on the Committee.
- Members are appointed to terms of a minimum of one year and no more than three (3) years.
- Members may be re-appointed to new terms at the discretion of the Manager, Professional Standards.

Committee Responsibility

Members are expected to

- Conform to the mandatory confidentiality agreement required by CPHR Alberta;
- Inform the Manager, Professional Standards immediately upon discovering a conflict of interest;
- Be held accountable for its internal processes and administration by the Manager, Professional Standards; and,
- Attend all meetings as required in order to uphold the integrity of the process.

Meetings/Time Commitment

One year minimum commitment required.

Budgetary Authority

A small budget for meetings will be managed by the Manager, Professional Standards.