



ACSP

Connecting educators,
researchers and students

Policy on Educator Applicants to the Planning Accreditation Board Site Visitor Pool

An application will be considered complete only when both required documents have been received by the ACSP PAB Site Visitor Nomination Committee Chair.

1. Applicants may nominate themselves, they may be nominated by their Department Chair, Director, or Dean, or they may be nominated by another member of the PAB site visitor pool.
2. To be eligible, an applicant must be a full-time tenured faculty member or a full-time, non-tenure track faculty member serving at the rank equivalent to a tenured Associate Professor or higher with a program currently holding PAB accreditation.
3. The applicant's record must demonstrate that s/he is an active and respected participant in the nation's community of planning scholars, and is therefore well-qualified to represent the community in the accreditation process.

Each complete application shall consist of a cover letter and current resume from the applicant sent directly to the PAB Site Visitor Nomination Committee Chair and shall address:

- a. the applicant's ability to speak with authority about planning education in North American universities
 - b. examples of the applicant's activities either within their department or within the planning community, that suggest the applicant's appropriateness for the site visitor pool
 - c. the applicant's written and oral communication skills
 - d. the applicant's ability to work effectively in a team
 - e. any other characteristics of the applicant that might have bearing on site visitor performance.
 - f. Names of 2-3 references that can attest to the statements in the cover letter who can be contacted by the committee
 - g. The resume must be current and support the statements in the cover letter.
4. Following review by the PAB Site Visitor Nomination Committee, the Chair of the PAB Site Visitor Nomination Committee will recommend to the ACSP President strong candidates for the pool. If the ACSP President agrees, they shall forward to the PAB the names of both a) those applicants deemed eligible to participate as educator members of the Site Visitor Pool, and b) those not recommended.
 5. The Planning Accreditation Board Site Visitor Selection Committee will make the final selection and will inform all applicants of the outcome.