

Position Description

CYCEAB Accreditation Site Reviewer

Summary of Responsibilities

The Accreditation Site Reviewer's primary role is to engage with the accreditation applicant to determine how the Child and Youth Care post-secondary program educates practitioners who serve children, youth, and families and to provide this information to CYCEAB for decision-making purposes.

Responsibilities include the following:

- Become familiar with all accreditation documents found on the CYCEAB website and ensure they are aware of all that is required for the site review.
- Complete the submission review in collaboration with the Accreditation Coordinator to determine whether the Self-Study Report and supporting documentation meet the requirements needed to progress to the site review stage.
- Review the applicant program's Self-Study Report through the lens of preparing for the site review. It is important that reviewers understand the operations and details of the program in relation to the posed question: **How does the CYC post-secondary program ensure quality in the delivery of education and training for those who serve children, youth, and families?** Key to this is also ensuring a thorough review of all required supporting documents identified under *What You Need* in sections 1.1 to 1.8 of the *Self-Study Guide*.
- Engage with the accreditation applicant and ensure all components of the virtual site review are completed. Refer to Section 3 of the *Site Review Guide* for site review requirements.
- Produce a written summative report to CYCEAB for consideration towards the final accreditation decision, using the report template provided.
- Provide a verbal report to the Recommendation Panel summarizing the findings from the site review as they align with the program's Self-Study Report.
- Engage with the Recommendation Panel and the Board of Directors as needed.

Conflict of Interest and Confidentiality

Assigned reviewers are to self-declare conflicts of interest to the CYCEAB Operations Manager in advance of their engagement with the accreditation application once they know their identity.

As per the Policy and Procedure Manual, a conflict of interest *arises when such a member or individual may advance outside interests or gain advantage from an accreditation decision*. A conflict can occur when a company or person has a vested interest -- such as money, status, knowledge, relationships, or reputation -- which puts into question whether their actions, judgment, or decision-making can be unbiased.

Reviewers will be required to sign the Confidentiality Agreement to protect the identity of the accreditation applicant and their institution and not share publicly any information provided by the accreditation applicant.

Education Qualifications

As there are a range of post-secondary credentials (e.g., diploma, bachelor's degree, master's degree, doctorate), reviewers must have the minimal level of education that would be required by the accreditation applicant for faculty teaching in their program. This would include typically the following:

- Diploma Program - bachelor's degree, master's degree preferred
- Bachelor's Degree Program - master's degree
- Master's Degree Program - PhD
- Doctoral Degree Program - PhD

Applications

Interested applicants for reviewer positions are required to submit a cover letter and a CV or resume for consideration by the HR Committee of the Board of Directors. All review appointments are approved by the board. Applications are to be submitted to admin@cycaccreditation.ca.

The following items must be clearly articulated within the submission:

- A statement outlining the applicant's reason for applying to become a CYCEAB Accreditation Site Reviewer.
- An educational background with a clear relationship to a recognized tradition of child and youth care.
- Demonstrated familiarity with issues relevant to post-secondary education quality assurance and/or program review.
- Familiarity with technology and formats used for completing virtual site reviews.
- A member of good standing in their professional Child and Youth Care association.

Preferred candidates are those who have experience with other accreditation processes and supervisory or management experience in a recognized CYC service setting.

Accreditation Site Reviewers

Upon appointment by the Board of Directors, successful applicants will be required to:

- Sign a confidentiality agreement.
- Successfully complete assigned orientation activities related to the accreditation process of the CYCEAB and site visit specifics.

Reviewers will be provided with a stipend for their time and expertise in this role.