

The Accrediting Council on Education in Journalism and Mass Communications (ACEJMC) seeks an executive director.

The position is expected to open in Q2/Q3 2025. The application deadline is December 6, 2024. Interviews are expected to be conducted in February and March 2025. Please submit a curriculum vitae or a resume, along with a cover letter explaining why this opportunity interests you, to Council President Del Galloway at cdelgalloway@gmail.com.

The executive director of ACEJMC is responsible for administering the accrediting process for schools of journalism and mass communications at the undergraduate and graduate level. There are currently 120 accredited schools, primarily in the United States and Puerto Rico, and in Mexico, Chile, the UAE, Qatar and New Zealand. The rules, regulations and guidelines for accreditation are detailed in-depth on ACEJMC's website, www.acejmc.org. Interested persons should review the ACEJMC handbook under the "publications" pulldown menu on the site.

The executive director reports to the Executive Committee of the Accrediting Council. The executive director is responsible for the accrediting process, guiding schools through preparation to seek accreditation, recruiting members for as many as 30+ site team visits a year, and preparing materials for meetings of the Committee and Council, where accrediting decisions are made and policy issues are discussed.

The executive director communicates information about events, policy changes and decisions by ACEJMC to accredited programs, member organizations and the public. While the Council is ultimately responsible for ACEJMC's standards and principles, the executive director is responsible for assessing their effectiveness, recommending and implementing changes, as well as advancing the Council's strategic initiatives and programs. The executive director is an advocate and spokesperson for the Council on the purposes, values and procedures of accreditation; works to maintain a balance of academic and media representatives on the Council and Committee; recruits Committee members and works with professional organizations to recruit members for the Council who are willing to invest the needed time and effort. The executive director serves as liaison with the Council on Higher Education Accreditation (CHEA), the body that recognizes ACEJMC, and serves as an ex-officio member of the ACEJMC executive committee.

The executive director is responsible for managing ACEJMC finances and hiring and supervising staff employees.

In the interest of attracting the best possible candidates, the location of the position is flexible. The executive director will be allowed to establish an office on a campus, at home or other arrangements. The executive director serves on a 12-month appointment and is subject to annual review by the Council.

Search Committee members are: Council President Del Galloway; past Council President Peter Bhatia; Council Vice President Greg Pitts; Accrediting Committee Chair Marie Hardin; Accrediting Committee Vice Chair Rafael Lorente; Dorothy Bland, a Council member representing AEJMC; and current executive director Patricia Thompson as an ex-officio member.

Applications are invited from both academics and professionals with a passion for journalism/communications education and familiarity with the accrediting process. A terminal degree is welcome, but not required.

ACEJMC is committed to diversity, equity and inclusion, and we welcome candidates with diverse identities, backgrounds and experiences. ACEJMC offers a competitive salary and opportunities for personal and professional development.