



BIR Membership Letter of Recommendation

Thank you for your assistance in this application process for the Board of Institutional Review. Please write a letter (no more than two pages) that addresses the qualifications of the applicant as they align with the criteria for BIR Membership, listed below. Your sealed letter will be included in the application packet. Should you have any questions about the process, the Board of Institutional Review or accreditation in general, please contact Cheryl Hickey at chickey@ctc.ca.gov.

- A. At least three years of related professional experience in education (e.g., teaching administration, counseling)
- B. Experience with qualitative evaluations (e.g., PQR, WASC, NCATE, CTC or other form of complex evaluations of organizations -- no preference given for type of experience)
- C. Experience with other levels and standards of education than one's own (e.g., K-12 people who have worked with colleges or universities and the reverse, knowledge of K-12 Content Standards, Program Preparation Standards)
- D. Personal characteristics (as suggested by the letter of recommendation) to include: integrity, objectivity, empathy, ability to work under pressure, organizational ability, time management, team player.
- E. Experience with collaboration in writing, problem solving, working under pressure.
- F. Good communication skills (both oral and written).
- G. Experience with data collection (e.g., interviewing skills, proposal reviews, document analysis, simple statistics).
- H. Familiarity with technology (accessing on-line information, use of e-mail, word processing)