ACE Admissions Committee

Recommendations to the Board of Directors of ACE

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Recommendation 1: Change the time timeline for submission and decisions on ACE memberships applications.

Current timeline and procedures: The Admissions Committee conducts application reviews quarterly (see table 1)

Table 1. Quarterly Application Submission and Decision Dates

Application Submission Due Date	Application Decision Date
3/31/24	5/6/24
6/30/24	8/5/24
9/30/24	11/4/24
12/31/24	2/5/25

As it stands, this provides 5 weeks to compile the submitted applications, share with the admissions committee, have them assigned to committee members for review, schedule a meeting to discuss application reviews and vote on recommendations to forward to the Board. The Board then needs to conduct its due diligence on these application recommendations, and notify the Office of the final decision. The Office then needs to send out letters to the applicants notifying them of the Board's decision. Recent experiences with the last two cycles, indicates that this timeline is to compressed. The Committee has been unable to complete its review and vote on the applications to meet this 5-week timeline as there has been varying times that the committee receives applications.

Proposed timelines: The Admissions Committee proposes the following timelines which will allow three more weeks to complete the review process (Table 2).

Table 2. Trimester Application Submission and Decision Dates

Application Submission Due Date	Application Decision Date
4/1/24	6/27/24
8/1/24	9/26/24
12/1/24	1/6/24

(Note: These are merely suggested dates for the example)

Recommendation 2: Change the approval processes for some ACE memberships categories.

       <u>Current approval processes</u>: For each cycle of applications, the Board of Directors of ACE reviews all the application recommendations (Associate, Affiliate, Member, Fellow, Emeritus) from the Admissions Committee. This slows down the admission of new members, associate, and affiliates (as well as promotion) to the College, and adds to the work of the Board of Directors.

       <u>Proposed approval processes:</u> The new approval process will entail the Board of Directors of ACE being only notified of the approvals made by the ACE Admissions Committee for applications to the following membership categories: Associate, Affiliate, and Members (including those for promotion to member). For applications for Fellow and Emeritus, there will not be a change in the approval process. Thus, the Board of Directors of ACE will continue to review and approve recommendations from the ACE Admissions Committee.

Recommendation 3: Discontinue the use of letters of support for application to all ACE memberships categories.

       <u>Current processes:</u> The ACE website indicates that letters of support are needed for applications to all membership categories. However, such letters rarely ever accompany applications. The ACE Admissions committee believes that the absence of this document does not affect its ability to review applications.

       <u>Proposed processes:</u> Discontinue the use of letters of support as part of documents submitted for applications to all membership categories.