



ACCREDITATION COMMITTEE BYLAWS

Purpose Statement

In keeping with the goals of the TMS Strategic Plan this committee shall:

1. Provide members to serve on the various commissions of ABET and the ABET Board of Delegates on behalf of the Society.
2. Review and revise as necessary “Program Criteria for Materials, Metallurgical, Ceramics and Similarly Named Engineering Programs” in collaboration with other lead and cooperating societies.
3. Recruit, instruct, mentor, and evaluate qualified ABET program evaluators for materials and metallurgical area programs assigned to the Society. A list of committee-approved program evaluator candidates will be submitted to the TMS Board of Directors one to two times a year.
4. Coordinate with other societies in developing policies and procedures that will improve the accreditation process for materials-related programs.
5. Coordinate with other materials societies on program evaluator and observer assignments, training schedules and sites, development and maintenance of training materials, and provision of qualified ABET trainers.

Committee Structure

Membership in the Accreditation Committee is limited to those individuals directly involved in the accreditation activities of TMS as program evaluators, ABET commission members, ABET Board of Directors, or ABET Board of Delegates. Membership in The Minerals, Metals & Materials Society is strongly encouraged. For situations when special technical expertise is necessary to meet the needs of the Committee, case-by-case consideration for appropriate TMS approval will be made.

The Accreditation Committee is represented to the TMS Board of Directors by the Professional Development Director who serves on this committee as an *ex officio* voting member.

Committee Officers

Chair*: The senior (most years of service in current commission) TMS member of the ABET Engineering Accreditation Commission (EAC). The chair assigns program evaluators in consultation and with assistance of other officers for evaluation visits assigned to TMS.

Vice Chair: The next senior member of the EAC.

Past Chair: The most recent chair of the Accreditation Committee.

Terms of Office

Accreditation Committee Member: 5 years, can be renewed

ABET Engineering Accreditation Commission (EAC): Five (5) one-year terms maximum; reappointed annually; membership in TMS is required.

- * An exception may be made to the term length of the chair position to ensure a two-year term minimum. The exception allows the extension of a maximum of one year to the term of a chair if his/her EAC term expires before a two year committee chair term is completed. In this case the chair may serve one year as committee chair while not the senior member of the EAC.

ABET Engineering Technology Accreditation Commission (ETAC): Five (5) one-year terms maximum; reappointed annually, membership in TMS is required.

Meeting Schedule

The Committee shall meet twice yearly: at the Annual and fall meetings of the Society or online. Additional meetings may be called as deemed necessary by the Chair. Program evaluators must participate in a training session every two years to maintain eligibility to participate.

Subcommittee: TMS/ABET Leadership Group

The TMS/ABET Leadership Group will serve as a subcommittee of the Accreditation Committee.

Purpose Statement

1. This subcommittee will review accreditation reports prepared by TMS program evaluators for the purpose of ensuring consistent, meaningful, and proper ABET evaluations of programs for which TMS is responsible.
2. This subcommittee will recruit and select nominees to represent TMS as members and alternates on the various ABET commissions and the TMS representative to the ABET Board of Delegates.
3. This subcommittee is responsible for addressing any reported program evaluator and commissioner performance issues that arise from review of evaluations and/or communication from ABET Headquarters. Complaints and recommended action communicated by ABET Headquarters will be investigated and taken under consideration by the Leadership Group. Investigation should include review of all documentation and discussion with the program evaluator in question, team chair(s), ABET staff, and the respective commission's executive committee as appropriate. A decision to discontinue/retire a program evaluator or commissioner should be communicated first to the TMS Executive Director and be communicated in writing to the program evaluator or commissioner in question.
4. This subcommittee shall designate trainers for accreditation training sessions and identify training mentors.

Subcommittee Structure

This subcommittee will consist of the TMS representatives and alternates to the various ABET commissions, experienced program evaluators who have served in senior ABET volunteer positions, and the representative to the ABET Board of Delegates. Participation on the Leadership Group requires membership in TMS. The officers of this subcommittee are the same as those of the Accreditation Committee.

Subcommittee Meeting Schedule

This subcommittee will meet in-person or virtually to deal with issues of immediate importance or of a confidential nature as needed. These meetings may be in conjunction with Accreditation Committee meetings.

The subcommittee will meet to review the draft statements and supporting documents submitted by the program evaluators for purpose of quality improvement. This subcommittee will also meet in conjunction with the annual ABET Commission Meeting to evaluate the final statements on proposed accreditation actions for materials engineering, metallurgical engineering, materials science and engineering, and similarly named programs assigned to the Society.

Last revised: 10.01.2023