

# Application Process for ACJS Subject Matter Expert

## Definition of ACJS Subject Matter Policy Expert

Applicant must be a current member of ACJS (3-year minimum membership) with sufficient depth of knowledge based upon their field of study, experience, practice, and other substantive and credible activities in their area of expertise. When called upon, the Subject Matter Policy Expert can summarize the current research in a particular subject matter and provide policy-related insight inclusive of impacts, implications, options, and recommendations based on their subject matter and policy analysis expertise.

## ACJS Subject Matter Policy Expert Directory Application Process and Criteria

To be considered for inclusion, please send the following three sources of information below to **ACJS Public Policy Committee Chair** and indicate that you would like to apply to become an ACJS Subject Matter Policy Expert.

1. Basic Information/Area of Interest
  - First Name:
  - Last Name:
  - Current Professional Title:
  - Email Address:
  - Office Phone w/ Area Code:
  - Mobile and/or Home Phone:
  - Fluency Language(s) Other than English (Please list language(s)):
  - Specific Area(s) of Subject Matter Policy Expertise for Which Consideration is Being Requested

|  |  |
|--|--|
|  | Comparative/International              |
|  | Corrections (Prisons, Jails)           |
|  | Corrections (Probation, Parole)        |
|  | Courts and Law                         |
|  | Criminal Behavior and/or Victimization |
|  | Criminal Justice Education             |
|  | Criminal Justice Reform                |

|  |  |
|--|--|
|  | Criminal Justice Technology            |
|  | Criminological Theory                  |
|  | Cybercrime                             |
|  | Extremist Violence and Terrorism       |
|  | Gender, Crime, and Justice             |
|  | Gun Violence                           |
|  | International Crime                    |
|  | Intimate Partner Violence              |
|  | Juvenile Delinquency and Justice       |
|  | Mental Health                          |
|  | Policing                               |
|  | Prisoner Reentry                       |
|  | Race/Ethnicity and Issues of Diversity |
|  | Restorative and Community Justice      |
|  | Security and Crime Prevention          |
|  | Statistical Analysis                   |
|  | Violent Crime                          |
|  | Other                                  |

2. Curriculum Vitae (CV) or Resume

In addition, applicants must submit a current curriculum vitae or resume with the following details. Please note that not all criteria must be present on the CV or resume to be considered. Those items that are minimum requirements for evaluation are listed below, followed by criteria that are desirable, preferred, and/or informative:

**Minimum Requirement:**

- College Degree(s), Field of Study, and Awarding Institution(s): (Minimum of an earned master's degree is required for inclusion in the Directory)
- Teaching Position(s) Held: (if applicable), location, and Expertise-Related Courses Developed

and/or Taught

- Expertise-Related Authored Publications, e.g., books, textbooks, [and Expertise-Related Published Authorships, e.g., articles, entries, and chapters ] (Publications are required - please include peer-reviewed publications and reputable practitioner and reference publication authorships reflecting subject matter area of expertise)
- Publicly funded expertise-related grant proposal(s) (description of proposal and source of grant)
- Independently published expert-related attributions (addressing distinct cases or events; not the same case or event): (Identify the date(s) and source(s), e.g., journalistic and professional blogs, magazines, newspapers, and other periodicals)
- Minimum of 12 consecutive months of practical experience in their area of expertise

**Preferred:**

- Current recognition as a subject matter expert qualified to provide subject matter expert testimony during legal proceedings
- Expertise-related oral statements or testimonies before federal, state, local, or tribal governing body
- Formal experience as a policy analyst in the expertise-related area
- Expertise-Related Trainer Position(s) held, location, and expertise-related subject matter delivered
- Member of a state or national accrediting body in the subject matter expertise area
- Expertise-related knowledge-based licensures or expertise-related knowledge-based specialty certifications held from regulatory body
- Completed substantive formal training in area of expertise (description, when, and where)
- Expertise-related formal organizational awards (national, regional, state, tribal, local, international, professional, academic, or peer)
- Additional Professional Memberships and Professional Affiliations (required)

**3. Biography**

- Biography: This should be a maximum of 500 words that succinctly details your expertise in the areas selected above. The Biography must be included to be considered.

Once submitted, the ACJS Public Policy Committee Chair will forward the request to the ACJS Subject

Matter Policy Expert Sub-Committee for review of the application. This process can take 30-60 days, depending on the meeting schedule. The Committee Chair will contact each applicant directly post review to advise if the materials have been accepted or denied.

## ACJS Subject Matter Policy Expert Directory Review Process

**ACJS Public Policy Committee Chair, will forward the request to the ACJS Subject Matter Policy Expert Review Sub-Committee** to review the application within seven days of submission. The ACJS Subject Matter Policy Expert Review Sub-Committee will propose new Subject Matter Policy Experts to the ACJS Public Policy Committee, and the Committee will approve or deny the request.

The following criteria will be used to determine the eligibility and outcome of the application.

### ACJS Subject Matter Policy Expert Directory Eligibility Criteria

- Current ACJS Member verified by ACJS National Office (required)
- Member of ACJS for at Least 3 Years (required)
- College Degree(s), Field of Study, and Awarding Institution(s): (Minimum of an earned master's degree required for inclusion in the Directory)
- Expertise-Related Authored Publications, e.g., books, textbooks, [and Expertise-Related Published Authorships, e.g., articles, entries, and chapters ] (Publications are required - please include peer-reviewed publications and reputable practitioner and reference publication authorships reflecting subject matter area of expertise)

### ACJS Subject Matter Policy Expert Directory Other Relevant Criteria

- Teaching Position(s) Held: (optional), location, and Expertise-Related Courses Developed and/or Taught
- Publicly funded expertise-related grant proposal(s) (description of the proposal and source of grant)
- Independently published expert-related attributions (addressing distinct cases or events; not the same case or event): (Identify the date(s) and source(s), e.g., journalistic and professional blogs, magazines, newspapers, and other periodicals)
- Expertise-related oral statements, testimonies or presentations before federal, state, local, or tribal governing body
- Current recognition as a subject matter expert qualified to provide subject matter expert testimony during legal proceedings
- Formal experience as a policy analyst in the expertise-related area
- Minimum of 12 consecutive months of practical experience in the area of expertise
- Expertise-Related Trainer Position(s) held, location, and expertise-related subject matter delivered
- Member of a state or national accrediting body in the subject matter expertise area

- Expertise-related knowledge-based licensures or expertise-related knowledge-based specialty certifications held from regulatory body
- Completed substantive formal training in area of expertise (description, when, and where)
- Expertise-related formal organizational awards (national, regional, state, tribal, local, international, professional, academic, or peer)
- Additional Professional Memberships and Professional Affiliations (required)

## Posting ACJS Subject Matter Policy Expert To The ACJS Website

The ACJS Public Policy Committee Chair will forward successful applicants to the ACJS Association Manager at [manager@acjs.org](mailto:manager@acjs.org) to be posted on the ACJS website as a Subject Matter Policy Expert. The Association Manager will forward the successful applicant an ACJS Expert Directory Information Form requesting the required information to be placed on the ACJS website. Once the successful applicant provides the requested information, they will be added to the ACJS website as a Subject Matter Policy Expert.

## Updating ACJS Subject Matter Policy Expert Information

Subject matter policy experts may update individual information on the website and/or may ask to be removed from the website at any time. To request one of these changes, the expert should send a detailed request to the **ACJS Public Policy Committee Chair** and indicate that they would like to have their ACJS Subject Matter Policy Expert information updated. The ACJS Public Policy Committee Chair, will forward the request to the **ACJS Subject Matter Policy Expert Update Sub-Committee** to review the request. The ACJS Subject Matter Policy Expert Update Sub-Committee will forward the request to the ACJS Association Manager, to be posted on the ACJS website. The ACJS Manager will make the requested changes.

In the absence of an active **ACJS Subject Matter Policy Expert Update Sub-Committee**, update requests can be sent to the **ACJS Association Manager**, at [manager@acjs.org](mailto:manager@acjs.org).