

# Protocol for Establishing, Updating, Removing ACJS Subject Matter Policy Experts

Adopted by ACJS Executive Board March 21, 2017  
ACJS Public Policy Committee

## Definition of ACJS Subject Matter Policy Expert

A current member of ACJS with sufficient depth of knowledge based upon field of study, experience, practice, and other substantive and creditable activities in the area of expertise. The Subject Matter Policy Expert is able to summarize the current research in a particular subject matter and provide policy-related insight inclusive of impacts, implications, options, and recommendations based upon 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 information below to **David Myers, ACJS Public Policy Committee Chair**, at [dmyers@newhaven.edu](mailto:dmyers@newhaven.edu) and indicate that you would like to apply to become an ACJS Subject Matter Policy Expert.

- ✓ 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
	Gender, Crime, and Justice
	Gun Violence

	Juvenile Delinquency and Justice
	Mental Health
	Policing
	Prisoner Reentry
	Race/Ethnicity and Issues of Diversity
	Restorative and Community Justice
	Security and Crime Prevention
	Violent Crime
	Other

- ✓ Curricula Vitae or Resume with the following details:
  - College Degree(s), Field of Study, and Awarding Institution(s): (Minimum of an earned Master’s Degree attainment 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, etc.] (Publishing is 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, other periodicals, etc.)
  - Expertise-related oral statements or testimonies before federal, state, local, 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, peer, etc.)
- Additional Professional Memberships and Professional Affiliations (required)
- ✓ Biography (A maximum of 350 words that succinctly details your expertise)

## ACJS Subject Matter Policy Expert Directory Review Process

David Myers, ACJS Public Policy Committee Chair, will forward the request to the **ACJS Subject Matter Policy Expert Review Sub-Committee (Cherie Dawson Edwards [brenda.dawson@louisville.edu](mailto:brenda.dawson@louisville.edu), Mitch Miller [mitch.miller@unf.edu](mailto:mitch.miller@unf.edu), George Richards [grichards@edinboro.edu](mailto:grichards@edinboro.edu))** to review the application. 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 the recommendation. The criteria below 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 attainment required for inclusion in the Directory)
- ✓ Expertise-Related Authored Publications, e.g., books, textbooks, [and Expertise-Related Published Authorships, e.g., articles, entries, etc.] (Publishing is 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 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, other periodicals, etc.)
- ✓ Expertise-related oral statements or testimonies before federal, state, local, 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, peer, etc.)
- ✓ Additional Professional Memberships and Professional Affiliations (required)

## Posting ACJS Subject Matter Policy Expert To CJRA Website

The ACJS Subject Matter Policy Expert Review Sub-Committee will forward successful applicants to **Nancy LaVigne, CJRA Chair**, at [NLaVigne@urban.org](mailto:NLaVigne@urban.org), and **Caitlin Kizielewicz, CJRA Media Consultant**, at [ckiz@crimeandjusticeresearchalliance.org](mailto:ckiz@crimeandjusticeresearchalliance.org), to be posted on the CJRA website as a Subject Matter Policy Expert. Caitlin will forward the successful applicant a CJRA Expert Directory Information Form requesting the required information to be placed on the CJRA website. Once the successful applicant provides the requested information, they will be added to the CJRA 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, please send a detailed request to David Myers, ACJS Public Policy Committee Chair, at [dmyers@newhaven.edu](mailto:dmyers@newhaven.edu) and indicate that you would like to have your ACJS Subject Matter Policy Expert information updated. David Myers, ACJS Public Policy Committee Chair, will forward the request to the **ACJS Subject Matter Policy Expert Update Sub-Committee (Jon Maskaly [jonmaskaly@gmail.com](mailto:jonmaskaly@gmail.com), Paul Elam [pelam@publicpolicy.com](mailto:pelam@publicpolicy.com))** to review the request. The ACJS Subject Matter Policy Expert Update Sub-Committee will forward the request to Caitlin Kizielewicz, CJRA Media Consultant, at [ckiz@crimeandjusticeresearchalliance.org](mailto:ckiz@crimeandjusticeresearchalliance.org) to be posted on the CJRA website. Caitlin 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 **Cathy Barth, ACJS Association Manager**, at [manager@acjs.org](mailto:manager@acjs.org).