

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 creditable activities in the area of expertise. When called upon, 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 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
	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

2. Curriculum Vitae or Resume

In addition, applicants must submit a current curricula vitae or resume with the following details.

Please note that not all criteria must be present on the CV or resume in order to be considered.

Those items that are minimum requirements for evaluation are listed below, followed by criteria that is desirable, preferred and/or informative:

Minimum Requirement:

- 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.)
- Minimum of 12 consecutive months of practical experience in the 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, 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, peer, etc.)
- 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 in order 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 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, testimonies or presentations 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 **Caitlin Kizielewicz, CJRA Media Consultant**, at 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, the expert should send a detailed request to the **ACJS Public Policy Committee Chair** and indicate that you would like to have your 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 Caitlin Kizielewicz, CJRA Media Consultant, at 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 the **ACJS Association Manager**, at manager@acjs.org.