

Section 17

Analytics Certification Board (ACB)

NUMBER 17 ANALYTICS CERTIFICATION BOARD (ACB)

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INFORMS Analytics Certification Board (ACB) oversees the INFORMS certification program. The INFORMS certification program includes all INFORMS certifications that follow a rigorous and robust process that validates an individual's expertise and proficiency in an INFORMS-related field through comprehensive criteria such as education, experience, and examination, resulting in a recognized INFORMS certification. (This differs from INFORMS professional development courses or certificate of completion, which lack the rigor of a certification, and therefore not under the purview of ACB.) The ACB shall be informed and appropriately included in all INFORMS activities related to INFORMS certification.

INFORMS certification program is established to promote and advance the analytics profession by setting agreed upon standards for analytics and technical excellence. INFORMS certifications provide a means for organizations to identify and develop qualified analytics professionals; and it enhances the careers of analytics professionals by promoting continued competence, improving the credibility of the analytics profession, and by improving the visibility of the analytics profession.

The INFORMS certification program shall be overseen by the Analytics Certification Board (ACB), the Director of Education and Industry Programs, and other staff as assigned, under the policies and procedures that follow.

POLICY

The Analytics Certification Board (ACB) oversees the certification program and is both the standard setting and assessment body for professionals in the analytics field. It is comprised of highly regarded analytics and operation research professionals. The ACB also helps ensure impartiality of the development and administration of the certification program.

Accordingly, ACB has the authority to make final decisions regarding program procedures, program content, and the eligibility requirements of applicants for certification. This is independent of input from the INFORMS governance, to include INFORMS Board of Directors or staff members Significant changes to the certification program with budgetary implications, including introducing a new certification, requires the ACB seek INFORMS Board of Directors approval.

To increase the credibility of the certification, the ACB will serve without pay for their services and will refrain from serving as instructors for any course specifically designed as a certification exam preparation course.

PROCEDURES

Governance

The ACB shall uphold rules, practices and policies that direct and manage the INFORMS certification program and help maintain the integrity and overall health of the program.

1. Vision - To advance the use of analytics by setting agreed upon standards for the profession.
2. Mission - To advance the analytics profession by providing a high-quality program of certification and promoting continuing competence for practitioners.
3. Goals - In accomplishing its mission, the Analytics Certification Board will work with the INFORMS certification staff to:

a) Help organizations identify and develop qualified analytics professionals.

b) Promote the use of best practices in the analytics profession.

c) Contribute to the career success of analytics professionals.

d) Improve the credibility of the analytics profession.

e) Improve the visibility of the analytics profession.

f) Engage in partnerships with organizations or commercial companies to further these goals.

Organization of the ACB

1. Composition

The ACB shall consist of a minimum of eleven (11) voting members as follows:

a) The INFORMS VP of Practice will be a voting ex officio member serving as the INFORMS Board liaison.

b) The following will be advisory, non-voting ex officio members:
- INFORMS VP of Section/Societies
- INFORMS VP of Chapters
- Analytics Society President

c) The remaining at-large positions will, to the extent possible, include representation of the following:
- Academia
- Industry
- Government, and
- International organizations/agencies

d) The ACB will strive, to the extent possible, to reflect the demographic diversity of the profession in its composition.

e) The Executive Director, the Director of Education and Industry Programs, and their designee shall serve on the ACB in an ex officio non-voting capacity. In the absence of the Executive Director, the Certification Manager and/or Director of Education & Industry Programs shall stand in.

The diversity of ACB is critical to its success. The ACB should strive to obtain a mix of individuals, which includes diversity around demographics, including employer type; involvement with the analytics profession; experience in the certification industry; successful completion of an INFORMS certification; and INFORMS membership. ACB should aim to have at least 50% of ACB members with an active INFORMS certification.

2. Orientation for New Members of ACB

The ACB Chair and certification staff shall provide an appropriate orientation for new ACB members. Orientation information shall include

but is not limited to: the ACB Policy and Procedures, certification webpages and application procedures, a copy of the minutes of previous ACB meetings, and a description of the current state of the certification program.

3. Dismissal from the ACB

Except for the INFORMS ex officio positions, any at-large member of the ACB may be removed from office by at least a two-thirds vote of all ACB members for engaging in any conduct or behavior contrary to the best interests of the ACB or contrary to these policies and procedures (P&Ps). Any person removed from service on the ACB is not eligible to serve on the ACB for three years.

4. Roles and Responsibilities of ACB Members and the Chair

a) The role of the ex officio and membership-at-large members is as follows:

- Review and recommend updates to certification program requirements
- Vote on certification decisions
- Review discipline matters and policies
- Participate in ad hoc committees of the ACB (see II.C.1, *Committees)*
- Review and approve changes to the analytics certification examination(s) as suggested by the Exam Review Committee
- Identify and cultivate potential partnerships for the benefit of the certification program

b) The role of the Chair is as follows:

- Call meetings of the ACB
- Prepare agendas and preside at meetings
- Serve as an official spokesperson for the ACB
- Prepare reports summarizing the work of the ACB and submit to the INFORMS Board of Directors via the VP of Practice
- Appoint members of the ACB ad hoc committees
- Vote only to break a tie

5. Terms of Office, Appointments, and Elections

a) Members

(1) All positions other than the INFORMS ex officio representatives shall be elected by individuals currently holding an INFORMS certification and shall serve 3-year staggered terms.

(2) Members shall serve no more than two total consecutive terms.

(3) Terms of office shall be for a calendar year, January 1 to December 31, to conform with other INFORMS committees. Ex officio officers-elect may attend ACB meetings from their election so as to provide continuity.

(4) In the event a non ex officio member resigns from the ACB or is unable to complete an assigned term, a replacement member with appropriate qualifications shall be appointed by the ACB to fulfill the term.

(5) To continually assure that all stakeholders are represented on the ACB, it may become necessary to appoint members to the ACB without election, but with the stated approval of the ACB. Upon appointment, such members will function under current procedures with respect to the terms outlined in this section, II.F.1., Terms of Office, Appointments, and Elections.

b) Chair

The Chair shall be elected by the ACB and serve an initial two-year term. The Chair may serve up to two (2) additional one-year terms. The chair must have current or previous service as a member of the ACB. The INFORMS Executive Committee shall be informed when a new Chair is selected.

c) Senior Vice Chair

The Senior Vice Chair shall be elected by the ACB and may serve an initial two-year term. The Senior Vice Chair may serve up to two (2) additional one-year terms. The Senior Vice Chair shall serve as the acting Chair of the ACB in the absence of the elected chair. The Senior Vice Chair must have current or previous service as a member of the ACB.

d) Junior Vice Chair

The Junior Vice Chair shall be elected by the ACB and may serve an initial two-year term. The Junior Vice Chair may serve up to two (2) additional one-year terms. The Junior Vice Chair shall serve as the acting Chair of the ACB in the absence of the elected Chair and Senior Vice Chair.

e) Election

At-large members of the ACB shall be elected by current certificants holding an INFORMS certification. Written or electronic balloting is permitted. Candidates are elected by a simple majority of all valid votes cast. Thirty (30) days' notice of an election must be given to all eligible credential holders. The INFORMS VP of Practice shall collect nominations from and consult with the Nominating Committee to present a slate of candidates as a final ballot to those voting members in advance of the final meeting of the year (typically December).

- The ACB EC will determine whether to increase/decrease the number of at-large members for the next election cycle based on the number of returning/non-returning members, and the overall diversity of the board.
- The decision to increase/decrease the number of at-large members must adhere to the minimum requirements in Section II.B.1. The total number of at-large members should be an odd number to avoid tie votes.

- At-large members who are completing the final year of their first term, shall be offered an opportunity to serve a second term by the ACB Chair and Vice-Chair.

Note: For chair and vice chair of the ACB, nominations shall be open to all current ACB members.

6. Certification Staff
   a) The Director of Education and Industry Programs shall assign staff to the certification program. This individual shall be responsible for the day-to-day operations of the INFORMS certification program.
   b) The Director of Education and Industry Programs may also select a staff person to serve as the primary liaison to the ACB.
   c) The use of the word, "staff", in this policy and procedure refers to an individual paid to work on behalf of the INFORMS certification program, whether this is in- or out-sourced position.

7. Meeting Frequency and Quorum
   a) The ACB will meet quarterly at a minimum. All meetings will include an option to attend remotely.
   b) Quorum is a simple majority of the ACB members

8. Relationship with INFORMS Board and Staff
   The ACB will work with the INFORMS certification staff and the INFORMS Board of Directors to accomplish the mission of the certification program. This relationship will include:

   a) Developing and submitting an annual plan of goals for the INFORMS Board awareness and review.
   b) The certification staff soliciting input from the ACB during the development of the annual, proposed INFORMS budget to ensure proper inclusion into the INFORMS overall budget review and approval process.
   c) Preparing a bi-annual report by the ACB Chair for the INFORMS Board meetings outlining the status of the certification program and reporting on changes, improvements and enhancements in this program.
   d) Operating within a budget approved by INFORMS.
   e) Working through INFORMS certification staff to engage the support of INFORMS subdivisions in support of the certification program.
   f) The ACB shall operate independently from the INFORMS Board of Directors with respect to certification application, testing and approval processes and procedures.

Note: The INFORMS certification staff will oversee the ongoing management of the certification program to ensure that certification operations, policies and procedures are compliant with applicable law and current best practices in professional certification.

9. Confidentiality and Conflicts of Interest

The ACB strives to minimize potential confidentiality and conflict of interest issues in all of its deliberations. All members of the ACB shall sign a Confidentiality and Conflict of Interest Statement that specifies requirements and expectations on these matters.

ACB OPERATIONS

1. Committees

The ACB shall develop standing and ad hoc committees as needed to achieve its mission and goals. Standing committees include:

a) Examination Review Committee: Shall consist of the (3) ACB members as a liaison, one certification staff member, psychometrician, and 12-15 subject matter experts globally from outside of the ACB. ACB member liaisons must hold the CAP certification. The Examination Review Committee shall develop exams, review test items, update the item bank, and revise/update job task analysis as appropriate. ERC members serve a term of two years and may serve (2) additional consecutive two-year terms for a maximum of (6) consecutive years. ERC members other than the ACB ERC liaison may not serve on the ACB during their ERC term and not for a two-year period after service on the ERC.

b) Nominating Committee: Shall be chaired by the VP of Practice with at least two others to be selected by the VP of Practice to ensure diversity and stakeholder balance. Those eligible to serve on the committee are INFORMS members, majority of whom have an active INFORMS certification. It is not required that they are current members of the ACB.

c) Executive Committee: Shall consist of the chair, senior vice chair, junior vice chair, INFORMS VP of Practice (ex officio member), past chair, and staff ex officio members. The ACB Executive Committee meets more than the ACB which allows it to conduct the operational and strategic work that require more nimbleness.

2. Review of Assessment Standards, Policies and Procedures

Certification staff will conduct an annual review of certification program policies and procedures as well as all examination requirements and tasks to determine whether current policies and procedures continue to meet the needs of the certification program and are compliant with best practices in professional certification. Any changes proposed in the policies and procedures must be approved by the ACB Executive Committee. The INFORMS Board of Directors must be notified of any changes to policies and procedures. All other changes related to standards and requirements must be approved by a simple

majority vote of the ACB. A summary of all accreditation audits will be shared periodically with the ACB.