



DATE ISSUED: 06/11
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

Director of Academic Assessment

JOB SUMMARY

Develops, coordinates and supervises an ongoing, integrated learning outcomes assessment process and collaborates with the Provost's staff in the development of the integration of student learning outcomes assessment as one component of program review within the context of continuous improvement, including maintenance of associated records, databases and unit plans within the Division of Academic Affairs. The Director will provide leadership in fostering a culture of evidence throughout the University in support of learning and quality improvement. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Provost and Vice President for Academic Affairs

Supervises: Support staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Develops and oversees a coordinated process for measurement of student learning outcomes across all academic programs, schools and departments consistent with the expectations of the Southern Association of Colleges and Schools (SACS).
- Consults and advises with any academic unit regarding student learning outcomes assessment methodology, including academic workshops, one-on-one meetings with faculty and program coordinators, attendance at faculty meetings, etc.
- Plans and offers appropriate development related to assessment of student learning outcomes for departments, schools, faculty and staff. Provides leadership through the use of student assessment for any and all academic decisions related to academic program quality and student success.
- Provides leadership in the context of institutional accreditation and disciplinary accreditation, particularly with respect to use of student learning outcomes assessment to evaluate program quality.

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- Collaborates on the integration of program review and student learning outcomes assessment into a single, coordinated methodology; the development of an electronic methodology for storing pertinent information related to student learning and automatic reporting.
- Remains well-versed in methodologies for program evaluation through regular benchmarking to other institutions, attention to accreditation criteria, and participation in appropriate conferences and societies.
- Provides availability by cellular communications.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Earned doctoral degree.

EXPERIENCE

Outstanding problem solving abilities, typically acquired through attainment of graduate education. A Doctorate is required. Experience as a faculty member and expertise in academic assessment in higher education is required. Well-developed understanding of, and experience with, methodologies for assessing student learning outcomes and understanding and experience with program review processes are required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Strong in the methodologies for developing and measuring student learning through assessment of student learning outcomes.
- Well-developed oral and written communication skills are necessary.
- Experience with facilitation of group planning efforts and facilitation strategies are desirable.
- An understanding of institutional and disciplinary accreditation standards is preferred.

- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.