Assessment and Accreditation – Director of Assessment and Accreditation

The Director of Assessment and Accreditation reports to the Provost and Vice President for Academic Affairs. The Director serves on the Provost Council, the faculty committee for Assessment and Evaluation. The Director provides leadership and oversight of assessment activities for the purposes of program development and evaluation, accreditation, and institutional effectiveness. Moreover, the Director coordinates and manages institutional activities of the University in ways that are consistent with the University’s mission, values and vision.

Additionally, the Director of Assessment and Accreditation supports quality student-learning by assisting academic programs in meeting the goals of defined learning outcomes, the development of assessment strategies, and encouraging a culture of learner-centered education. These goals are accomplished by working with the Provost, Dean, and academic units in developing and implementing plans for assessing student learning outcomes, assisting academic units in analyzing assessment data; serving as an assessment resource for the University community; and facilitating communication about assessment activity through a variety of venues.

The Director represents the Provost and Vice President for Academic Affairs on matters related to assessment and accreditation. This, the work of this position is highly collaborative and integrated with academic and operational departments across the campus.

This is a full-time position that is funded by the University’s Title III grant.

Qualifications:

- Three to five years of experience in assessment and research design.
- Master’s degree required; Doctorate degree in Educational Research and Measurement or related field preferred.
- Successful professional experience in institutional assessment in an educational environment; higher education preferred.
- Technical expertise in institutional research and statistics, and strong research and analytical skills.
- Familiarity with university level accreditation agencies such as the Middle States Commission on Higher Education (MSCHE).
- Basic knowledge of the field of education and current trends related to assessment and evidence-driven policies and practices and state, regional and national levels.
- Ability to work with senior administrators, staff, and faculty of all levels as a team in order to write reports and meet deadlines.
• Experience writing research papers and publications in the field of education and assessment/measurement.
• Documented experience in designing research and new assessment instruments and establishing reliability and validity.
• Advanced knowledge of statistics and the ability to extract, properly summarize, interpret, and report data from databases. Ability to apply appropriate statistical methodology to research problems and data.
• Proficiency in student information systems, data analysis software and Microsoft Office.
• Excellent writing and presentation skills.
• Demonstrated success working as part of the team and strong leadership skills.

**Essential Functions:**

• Coordinates accreditation activities, including Academic Program Reviews. Ensures that institutional assessment activities are appropriately supportive of and nested within the context and structure of the University’s Strategic Plan.
• Related to the aforementioned, the Director, in consultation with the Provost, conceptualizes the Lincoln University’s approach to evaluation, assesses the adequacy of current assessments and evidence, and develops all needed new assessments to meet accreditation and program approval standards.
• Manage and support the development of institutional assessment activities in support of:
  - Institutional Strategic Planning (strategic planning process, institutional values, strategic themes, strategic initiatives, and referent-aspirant group comparison)
  - Institutional Brand (strength and mission/vision consistency)
  - Organizational Assessment (student general education and programs outcomes, operational unit assessment, and personnel assessment)
  - Resource Allocation Alignment (departmental goals, alignment of institutional resources with strategic goals/themes)
• The Director conducts internal audits and evaluations of current programming (undergraduate, graduate, and certificate programs). These efforts include compiling data and writing reports for the Provost and Vice President for Academic Affairs.
• The Director manages and oversees all state approvals and accreditation for its Teacher Education program and Nursing program (i.e. the Pennsylvania Department of Education, the Pennsylvania Board of Nursing, and the National Council for Accreditation of Teacher Education (NCATE)).
• Works with the Provost, Deans, Department Chairs, and faculty to develop policies and procedures to foster a “culture of assessment.” Establish, maintain, and deepen university-wide collaborations and efforts in institutional assessment.
• Ensures program assessment activities are properly designed, implemented, analyzed, and reported in a manner that is useful for curricular and program improvement.
• Manages special assessment and accreditation projects as assigned.
• All other duties as assigned.

**Physical Demands:**
Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate a computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.

**Work Environment:**
The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.