



Director of Assessment, Accreditation & Accountability

College of Education

POSITION ANNOUNCEMENT

The College of Education at the University of Memphis is seeking an experienced, innovative, and collaborative visionary colleague to serve as Director of Assessment, Accreditation and Accountability. Reporting to the Dean of the College of Education, the Director of Assessment, Accreditation and Accountability responsible for matters related to the college's assessment and accreditation of all academic programs. The Director works collaboratively with faculty, staff, administration, and students in the College of Education to develop, implement, and monitor a system of assessment and continuous improvement to ensure that academic programs are meeting learning outcomes and standards promulgated by academic departments, the college, the university, the Tennessee Department of Education, and appropriate accrediting and reporting agencies (e.g., CAEP, CACREP, APA, SACSCOC, USNWR, etc.). To meet the responsibilities of this position, the Director must be detail-oriented and have excellent interpersonal, communication, and organizational skills; proficiency in quantitative and qualitative methods of program evaluation, assessment, and data analysis; working knowledge of quality assurance systems/processes and common technological tools; and strong leadership skills. The position of Director of Assessment, Accreditation and Accountability is a full-time, 12-month appointment in the College of Education set to begin August 1, 2023. The position carries a teaching assignment of one 3-credit hour course each academic year. (Position number 008116)

QUALIFICATIONS

Required

- Doctoral degree in educational research, teacher education or related field
- Experience with program evaluation and assessment
- Strong interpersonal, organizational, technical, and project management skills.
- Excellent oral, written and presentation skills
- Demonstrated commitment to diversity, equity, and inclusion

Desired

- Proficiency with office software such as Excel, Word, PowerPoint
- Experience with assessment, accreditation management, program improvement systems, or web-based assessment systems
- Experience with university database information systems
- Experience with statistical software
- Knowledge of P-12 and higher education assessment and accreditation
- Knowledge of state and national educator preparation program standards
- Knowledge of quantitative and qualitative research methods
- Successful higher education teaching experience

The University of Memphis is an Equal Opportunity/Affirmative Action employer.

We urge all qualified applicants to apply for this position. Appointment will be based on qualifications as they relate to position requirements without regard to race, color, national origin, religion, age, gender, handicap or veteran status. The successful candidate must meet guidelines of the Immigration and Reform Control Act of 1986."

RESPONSIBILITIES

Working as appropriate with department chairs, faculty, staff, administration, and students, the Director of Assessment, Accreditation and Accountability has the following specific responsibilities:

- Provide leadership for the assessment and accreditation efforts for all programs in the College of Education in conjunction with the college and department committees.
- Represent the College of Education on university assessment committee.
- Aggregate and disaggregate data, prepare reports, presentations, and disseminate information for continuous improvement efforts.
- Lead and facilitate the accreditation process for CAEP, state program review, and other program accreditors (e.g., CACREP, APA, etc.).
- Monitor and record data needed to inform decisions at the program, department, and unit levels.
- Work closely with the college's administrative team and department faculty to implement, manage and monitor the COE's Quality Assurance System.
- Provide consultation to program coordinators and department chairs to ensure that program assessment is completed in concert with college and university expectations.
- Work collaboratively with the program coordinators to collect data for program and college assessment.
- Ensure validity and reliability of educator preparation program (EPP) and other department level created assessment instruments.
- Develop, maintain, and monitor systems to create, initiate, and collect data from recent graduates, program alumni, and their employers.
- Convene and provide administrative support to the college and department assessment committees to ensure continuous improvement.
- Lead and facilitate collegewide assessment retreats, as well educator preparation program (EPP) and departmental assessment/data days.
- Meet regularly with faculty in program areas to share and discuss program-level assessment data.
- Lead the edTPA and Watermark SLL processes and trainings and serve as the main point of contact.
- Develop, monitor, and submit Title II, national accreditation, and state level program review reports and lead/facilitate additional accreditation and assessment-related activities.
- Teach a minimum of one class per academic year.

Other Responsibilities

Carries out other responsibilities and duties related to assessment as specified by the Dean. Serves as a member of the Dean's administrative and leadership teams.

SETTING

The College of Education is dedicated to diversity, inclusion, and innovation and prepares students for careers as educators, practitioners, researchers, and leaders in their respective areas. We benefit from strong partnerships with four university-affiliated lab schools—The UofM Early Learning & Research Center, Campus School, and University Middle which collectively serve over 500 children from pre-K to 8th grade. [<https://www.memphis.edu/education/index.php>]. The University of Memphis is recognized by the Carnegie Foundation as one of two public research universities and boasts 25 Chairs of Excellence and five state-approved Centers of Excellence. It has eight colleges and five professional schools serving a diverse population of over 21,000 students, including 5000 graduate students. The University is strongly committed to its urban mission and outreach programs and recognizes the diverse and integrated role played by each faculty and administration in fulfilling a comprehensive mission of research, education, and community outreach [<https://memphis.edu>].

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SALARY & BEGINNING DATE

Salary will be competitive and commensurate with experience and qualifications. The position is a 12-month appointment. The anticipated date of employment is August 1, 2023. The University offers an excellent benefits package, including healthcare and retirement.

APPLICATION

Screening will begin January 20, 2023 and may continue until the position is filled. Applications are to be submitted electronically at <https://workforum.memphis.edu>. Applicants are required to submit (1) a detailed letter of application documenting qualifications for the position; (2) a current curriculum vitae; and (3) at least three names, e-mail addresses, and telephone numbers of academic/professional references. For questions or nominations, please contact search committee chair, Dr. Celia Anderson (croussea@memphis.edu). Applicants will receive a confirmation number when all application materials are submitted in Workforum. Letters of reference and an official transcript will be requested upon interview. Employment will require successful completion of background check(s) in accordance with University policies.

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