SACRED HEART UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE	Assistant Dean of Assessment and Accreditation	Date April 2024
DIVISION	Academic Affairs	
DEPARTMENT	Isabelle Farrington College of Education & Human Development	
REPORTS TO	Dean	
PURPOSE OF POSITION	The Assistant Dean of Assessment and Accreditation provides leadership and expertise to ensure rigorous evaluation of all the programs within the Farrington College of Education & Human Development.	
UNUSUAL WORKING CONDITIONS	May be required to work evening/weekend hours at times.	

PRINCIPAL DUTIES & RESPONSIBILITIES:

This position reports to the Dean in support of a broad range of assessment reporting needs and functions.

- Provide leadership for ongoing and systematic academic assessment, fostering a culture that promotes continuous improvement of student learning.
- Compiles, implements, presents, and analyzes outcomes data.
- Consult regularly with programs on assessment of student learning outcomes, as well as chairs and deans in their support of faculty conducting assessment.
- Facilitate professional development opportunities for faculty, chairs, and deans in academic assessment.
- Prepare high-impact and influential assessment reports to drive improvement, including annual reports for external accrediting bodies and state reports.
- Design surveys and perform quantitative and qualitative data collection and analysis; (i.e, curriculum and program effectiveness, student success, learning outcomes)
- Partner with faculty in the design and execution of surveys and other evaluation instruments for use in faculty-led assessment initiatives and effectiveness evaluation projects.
- Provide leadership in writing self-studies for various programmatic accreditation bodies (i.e. CAEP, CACREP), in cooperation with faculty.

- Stays informed about changes to accreditation and certification at the state and national levels.
- Leads on-going efforts to improve assessment data gathering and reporting and the wider use of FCEHD assessment management and data tools to support college planning, evaluation, operations, and decision-making.
- Directs the operations and maintenance of all assessment-related software and data systems.
- Assures that program assessment and evaluation tools are updated, disseminated, collected and analyzed.
- Assists with preparation of grant proposals.
- Serve on College and University committees.
- Serves as certification officer for certificate programs.
- Special projects as assigned by Dean.
- Other duties as assigned.

CLASSIFICATION:	__X__ EXEMPT __ NON-EXEMPT __
SUPERVISORY: YES__ NO_X_	JOB GRADE: __

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SUPERVISION OF PERSONNEL: List employees reporting directly to position. If more than one with same title, add prefix with number. After each position, identify whether exempt or non-exempt employee and total below. Attach an organizational chart if necessary.

N/A

Total number of employees functionally supervised ___0___

KNOWLEDGE AND SKILLS NEEDED: State minimum formal education level and specialization necessary. State additional professional or technical knowledge or years of experience required.

-Minimum 5-7 years' experience in higher education assessment; educational outcomes or assessment experience
-Master's degree in a related field required
-Doctoral Degree in a related field preferred
-Knowledge and experience with survey systems (i.e., Qualtrics) and statistical methodology and software
-Experience working with faculty on assessment and accreditation
-Experience managing data, data analysis, and report-writing to secure external accreditation
-Strong ability to collect, analyze, and present data in a cohesive manner to drive data informed recommendations.
-Experience with online portfolio software (i.e., Student Learning & Licensure).
-Experience with learning management systems such as Blackboard.
-Experience managing change initiatives including program review, assessment, improvement, project planning, and data-based decision-making concepts.
-Strong writing skills and ability to communicate clearly in writing.
-Strong collaboration skills.
-Ability to analyze multi-layered problems and propose solutions.
-Strong organizational skills and managing multiple projects simultaneously.