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| EEO Statement | Wright State University, an equal opportunity/affirmative action employer, is committed to an inclusive environment and strongly encourages applications from minorities, females, veterans and individuals with disabilities. |
| Faculty Rank or Job Title | Vice Provost for Assessment and Chief Accreditation Officer |
| Job Category: | Administrative (exempt/non-exempt) |
| Department | Provost |
| EEO number: | 22P184 |
| Position FTE | 100% |
| Minimum Annual or Hourly Rate | Negotiable |
| Salary Band: | UC S08 |
| Job Summary/Basic Function: | Provide leadership, expertise, and guidance across the university for faculty and staff in designing and conducting meaningful, manageable, and effective assessment of student learning and periodic academic program reviews with a focus on continuous improvement. Support and coordinate the university's efforts to ensure that it meets accreditation standards and complies with federal and state regulations. Serve as the Accreditation Liaison Officer to the Higher Learning Commission (HLC). |
| Minimum Qualifications | <ul style="list-style-type: none"> • Graduate degree • Five or more years of assessment experience, preferably in higher education • Familiarity with technologies commonly used in assessment and accreditation or experience with assessment management systems • Project management and/or supervisory experience, preferably in an educational setting • Knowledge of institutional accreditation standards and best practices in the assessment of student learning |

**Preferred
Qualifications**

- Prior experience working with accreditation agencies such as Higher Learning Commission
- Experience with state governing authorities (e.g. Ohio Department of Higher Education, Board of Trustees)
- EdD, PhD or terminal degree
- Ability to utilize appropriate data analysis and statistical technique to analyze assessment and institutional data
- Collaborative work and leadership style
- Ability to work independently and in a team environment to meet established goals
- Ability to attend to detail and ensure accuracy of data and reports

**Essential Functions
and percent of time:**

65%Assessment of Student Learning Duties:

1. Work collaboratively with deans, department chairs, and administrators to ensure ongoing engagement in assessment of student learning across the campus and documentation of these efforts.
2. Provide consultation to faculty and administrators in all stages of the continuous improvement process, including assessment planning, measurement and data analysis, reporting of results, and use of results for improvement.
3. Develop and deliver assessment of student learning workshops, help sessions, and online resources for faculty, staff, and administrators.
4. Oversee, direct, and maintain the Academic Assessment App, Co-Curricular Assessment App, and email operations in the SharePoint Assessment of Student Learning site to facilitate annual reporting of assessment activities and results. Work with CaTS to ensure technology continues to work properly and troubleshoot issues as needed.
5. Review Program Assessment Reports; provide feedback to faculty and staff via SharePoint function to encourage and support meaningful assessment.
6. Serve on the Faculty Senate Core Oversight Committee to ensure effective assessment of the general education learning outcomes. Work collaboratively with the Vice Provost for Academic Affairs to analyze both indirect and direct assessment results, interpret, and summarize findings and implications and report to the campus community.
7. Oversee and provide annual updates to the Assessment of Student Learning website, including posting of annual Program Assessment Reports.
8. Chair the University Assurance of Learning Committee; hold meetings at least once per term.
9. Chair the Co-Curricular Subcommittee of the University Assurance of Learning Committee; hold meetings at least once per term.
10. Serve as the campus administrator for the Watermark Outcomes Assessment Projects system. Inform the campus of its capabilities to support general education and program assessment; configure projects in the system; work with faculty to conduct assessment projects; provide system reports of results.
11. Serve as an expert resource regarding the institution's assessment management system (currently Watermark TaskStream used in CHEH); inform campus of system's functions to facilitate and support assessment.
12. Collaborate with the Director of Institutional Research and Effectiveness to administer, analyze data, interpret findings, and share broadly the results of the National Survey of Student Engagement (NSSE) and other surveys of institutional effectiveness.
13. Under the direction of the Provost, collaborate with the Director of Institutional Research and Effectiveness to design and execute the periodic comprehensive review of academic programs.

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| | <p>14. Collaborate with the Director of Institutional Research and Effectiveness and the Vice Provost for Academic Affairs to provide annual reports on DFW rates for general education Core to deans, department chairs, and student success to encourage continuous improvement.</p> <p>15. Ensure that evidence of student learning figures prominently in strategic planning, budgeting, program review, and other university/college/departmental processes.</p> |
| <p>Essential Functions and percent of time (cont'd):</p> | <p>35%Accreditation Duties:</p> <ol style="list-style-type: none"> 1. Serve as the Accreditation Liaison Officer to the Higher Learning Commission (HLC). Maintain communication with HLC liaison on all aspects of institution's accreditation. 2. Direct the university's efforts to ensure it meets accreditation standards. Remain current and inform campus of HLC criteria, policies, and procedures. Collect and prepare evidence and reports for accreditation reviews; prepare campus for on-site reviews; coordinate all aspects of accreditation reviews and visits. 3. Provide feedback and guidance as needed on program learning outcomes. Collaborate with Vice Provost for Academic Affairs to prepare new programs and deactivations to go to Board of Trustees and to ODHE and/or HLC as warranted. Send all Program modifications of 25% or more or change of mode of delivery to HLC. Prepare substantive change proposals as needed. 4. Collaborate with the Director of Institutional Research and Effectiveness on the preparation of annual HLC Institutional Updates and other reports. 5. Oversee and ensure institutional compliance with federal requirements for consumer information. Work collaboratively across campus to ensure information is updated annually. 6. Oversee and ensure institutional compliance with 34 CFR 668.43 regarding required institutional disclosures and notifications for professional licensure. Work with CaTS to ensure email notifications to students are working properly; work with deans, department chairs, and faculty to ensure that professional licensure information is updated in the catalog and on websites. 7. Remain current on standards for compliance with the U.S. Department of Education; lead efforts to implement policies or initiatives to comply with new or changing regulations. 8. Oversee all program review processes. 9. Maintain records on all programmatic accreditations across the university; provide support for accreditation reviews as needed; update websites to ensure accuracy. 10. Collaborate with Vice Provost for Academic Affairs and Dean of the Graduate School to maintain records on all new programs, program deactivations, terminations, or modifications. Work with Provost to provide notifications and secure approvals as needed from Board of Trustees. 11. Prepare report on academic programs and accreditation for the institution's annual insurance renewal. 12. Serve on Provost's Council and other institutional committees. |
| <p>Working Conditions</p> | <p>Wright State University, an equal opportunity/affirmative action employer, is committed to an inclusive environment and strongly encourages applications from minorities, females, veterans and individuals with disabilities.</p> <p>Effective July 1, 2017, per Policy 7230 Wright State University is tobacco-free. Tobacco use, including the sale, advertising sampling and distribution of tobacco products and tobacco related items is prohibited in all university facilities, on all university owned or leased grounds, university owned or operated residence halls and apartments, and at all university sponsored events regardless of location. Tobacco use is also prohibited in all university vehicles or on any equipment owned, leased or operated by Wright State</p> |

University. This policy applies to anyone on campus including students, faculty, staff, visitors, consultants, vendors, patients, volunteers, and contractor employees.

To preserve the safety and security of the campus community and to maintain the integrity of university operations, it is the policy of Wright State University before making an employment offer conduct various background checks, such as a criminal record, credit history when job related and/or education verifications. Additionally, an administrative review shall be conducted whenever the university learns that an employee is charged with or convicted of a crime (except for minor vehicle violations). Frequently asked questions related to background checks may be found on the Human resources website at <http://www.wright.edu/human-resources>.

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| Posting Date | 04/27/2022 |
| First Consideration Date: | 05/13/2022 |
| Open Until Filled | Yes |