POSITION DESCRIPTION

TITLE	Director Academic Program Review and Accreditation
POSITION NO.	502357
LOCATION	Knight
REPORTS TO	Vice President for Academic Affairs
GRADE	BOE 16
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	
REVISION DATE	10/2022

JOB SUMMARY:

Reporting to the Vice President for Academic Affairs, this position is responsible for directing the development, implementation, and administration of the College's accreditation and academic program review processes. This position performs high-level technical and analytical duties to assess academic programs at the College. Using discretion, initiative, and independent judgment, the Director prepares qualitative and quantitative reports to a variety of campus constituents to support accreditation and program review efforts.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.

Accreditation:
- Develops, implements, and oversees the processes and systems that support the College's regional accreditation (NECHE) to include the academic program review process.
- Organizes and prepares data and documents for regional accreditation self-study and for individual departments to conduct program review self-study.
- Monitors, reviews, and advises academic departments across the College to ensure consistent compliance with on-going regional accreditation requirements and outcomes standards of the College; advises and supports compliance efforts for programs that have, or seek, professional accreditation.
- Organizes and maintains records of documents (e.g., self-study reports, external reviewers' reports).

Academic Program Review:
- Establishes and implements short- and long-range goals, plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and influences changes required for improvement.
- Conducts qualitative and quantitative data analysis and report writing for accreditation and academic program review activities.
- Collaborate with divisional deans, department chairs and faculty to develop and implement student improvement strategies using academic performance software.
- Updates and maintains the Academic Quality Assessment Committee website.

Divisional Support:
- Plans, organizes, and oversees site visits and campus meetings designed to support program review and accreditation requirements.
- Recommends and participates in the development of College policies and procedures; may serve on College governance and policy-making committees.
- Establishes and maintains a communication schedule to update progress to a variety of stakeholders and ensure deadlines are met.

- Provides technical and content support to faculty in completing the general education and degree programs assessment reporting.
- Provides and develops training and individual coaching for faculty and staff to improve their assessment process and related activities.
- Prepares detailed briefing materials, presentations; provide relevant facts and data for meetings, reports, inquires, and presentations.
- Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:
- Master's Degree in related field
- Minimum of five years of experience in assessment, evaluation, and research in higher education or related field.
- Minimum of five years of experience working with accreditation

PREFERRED QUALIFICATIONS:
- Ph.D. preferred
- Experience in qualitative and quantitative data analysis.
- Excellent attention to detail and strong writing skills.
- Strong project management, organizational, analytical, and problem solving skills, including the ability to work independently and as a member of the team, attend to multiple projects simultaneously, and meet deadlines.
- Excellent interpersonal skills, ability to communicate with a broad range of senior level administrators complex ideas clearly and persuasively, verbally and in writing.
- Ability to utilize various computer applications (e.g., Excel, SPSS) to complete data analysis and prepare reports.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.