

Director of Assessment & Accreditation

Position Summary

The Director of Assessment & Accreditation provides leadership and coordination for institution-wide academic and administrative assessment processes, while supporting compliance with accreditation requirements. The Director collaborates closely with faculty, staff, and leadership to cultivate a culture of continuous improvement, ensuring that assessment and accreditation activities are systematic, data-driven, and aligned with institutional objectives.

Essential Duties & Responsibilities:

- **Assessment Leadership**
 - Design, implement, and maintain an institution-wide assessment system for academic programs, general education, and administrative units.
 - Provide training and consultation to faculty and staff on assessment planning, outcomes measurement, and reporting.
 - Develop templates, rubrics, and resources to support consistent, high-quality assessment practices.
 - Collect, review, and analyze assessment reports; prepare annual summaries highlighting strengths, gaps, and recommendations.
- **Accreditation Support**
 - Coordinate preparation of accreditation reports, self-studies, and compliance documentation for regional and specialized accreditors.
 - Serve as a key point of contact during accreditation site visits and monitor follow-up actions.
 - Assist with compiling and organizing institutional evidence in collaboration with Institutional Research.
 - Ensure assessment results are integrated into accreditation narratives and institutional planning.
- **Continuous Improvement**
 - Collaborate with the VP of Institutional Effectiveness to link assessment results with strategic planning and budgeting processes.
 - Promote a culture of evidence-based decision-making and continuous improvement across academic and administrative units.
 - Monitor and benchmark institutional effectiveness indicators to identify trends and improvement opportunities.
- **Collaboration & Communication**

- Work collaboratively with academic deans, department chairs, and administrative unit heads to embed assessment in daily operations.
- Develop workshops, training sessions, and communication tools to increase engagement in assessment and accreditation.
- Prepare clear, professional reports and presentations for internal and external stakeholders, including the Board of Trustees.

Qualifications:

Education:

- Master's degree in Higher Education, Educational Leadership, Curriculum & Instruction, Public Administration, or related field (required).
- Doctorate preferred.

Experience:

- Minimum of **5 years** of progressive experience in higher education assessment, accreditation, institutional effectiveness, or a related field.
- Direct experience with **regional accreditation** (e.g., SACSCOC, HLC, MSCHE, WSCUC, NECHE, NWCCU) and/or specialized program accreditors.
- Demonstrated success in coordinating assessment processes at the institutional, college, or program level.
- Experience developing assessment tools, surveys, and reporting systems.

Knowledge, Skills, and Abilities:

- Deep knowledge of assessment methodologies, learning outcomes, and continuous improvement practices.
- Strong understanding of accreditation standards, compliance requirements, and reporting expectations.
- Excellent project management, organizational, and analytical skills.
- Proficiency with data management and reporting tools (e.g., SPSS, Qualtrics, Tableau, Watermark, Taskstream, or similar platforms).
- Strong written and oral communication skills; ability to translate data and assessment findings into actionable recommendations.
- Collaborative leadership style with ability to work effectively with faculty, staff, and administrators.