



University of Houston-Downtown Job Description

Job Title: Director, Academic Assessment
FLSA Category: Exempt
Grade: 30
Job Code: 2228

DUTIES

Job Summary: Assists academic departments, the General Education program, and other instructional programs in assessing the effectiveness of their educational programs and in using the results of assessment to improve program quality. Works closely with faculty and other academic officers, provides leadership for building and sustaining an environment in which assessment activities are understood and practiced for ongoing improvement. Monitors the ongoing implementation of the university's academic assessment plans and maintains systematic records of its academic assessment activities.

- Duties and Responsibilities:
- Aids faculty members, academic administrators, the general education program, and other instructional programs in designing and improving all aspects of the assessment of program-level student learning outcomes, including:
 - development of learning outcomes
 - distribution throughout curriculum of opportunities for students to master learning outcomes (curriculum mapping/alignment)
 - development and selection of means of assessment
 - analysis and interpretation of assessment results of various types, both quantitative and qualitative
 - development of assessment-based action plans for improvement of programs and refinement of learning outcomes and assessment procedures
 - documentation and reporting of assessment activities
 - Monitors and coordinates the assessment efforts of academic programs, including maintaining records and preparing reports concerning assessment to external agencies such as the Southern Association of Colleges and Schools (SACS) and the Texas Higher Education Coordinating Board.
 - Promotes a university-wide culture of assessment through consultation, instruction, and professional development with faculty and academic administrators; chairing the university-wide Academic Assessment Committee; and meeting periodically with academic leaders and the Faculty Senate.
 - Works with the Office of Institutional Research in identifying data useful for assessment of student learning outcomes.

- Assists in maintaining the university's academic assessment website.
- Assists programs with discipline-specific accreditations in their assessment efforts and in integrating them with assessment efforts for SACS, and assists programs wishing to explore the possibility of discipline-specific accreditation.

Marginal Functions:

Performs all other duties as assigned.

REQUIREMENTS

Education/Experience:

Required

Doctoral degree in a field related to assessment in higher education. ABDs will be considered.

- Education and experience must have provided knowledge and skills that are applicable to fulfilling the responsibilities of the position, especially:
 - knowledge of theory and best practices in assessment of student learning outcomes in academic programs in higher education
 - knowledge of requirements of one or more regional accrediting agencies regarding assessment of student learning outcomes
 - sufficient knowledge of research design, statistics, and statistical software to assist in designing means of assessment and analyzing data
 - strong skills in written and oral communication, facilitation of group efforts, and project management

Stronger candidates will also meet the following criteria

- At least two years of employment in higher education
- Experience in assessment of student learning outcomes
- Experience with the SACS Quality Enhancement Plan or similar programs in other regional accreditation areas

Licenses/Certification

None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions

Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort

Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk

Work environment involves minimal exposure to physical risks.