Position Title: Senior Director, Institutional Effectiveness and Accreditation

Department: Academic Affairs (dotted line to President for matters involving non-academic institutional effectiveness)

Reports to: Provost (dotted line to President for matters involving non-academic institutional effectiveness)

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The Senior Director of Institutional Effectiveness and Accreditation ensures the overall effectiveness and continuous improvement of the institution. The senior director collaborates widely with all college constituencies to evaluate effectiveness and make recommendations for improvements. The senior director plays a critical role in maintaining institutional transparency, supporting data driven decision making, and meeting accreditation and regulatory compliance standards. The senior director works closely with the Center for Innovation in Teaching and Learning (CITL) to design and implement student learning outcomes assessment. The senior director serves as the college's accreditation liaison for CCE, IACE, and SACSCOC (and others as needed) by coordinating accreditation and outside agency reporting and site visits.

Key Responsibilities:

1. To coordinate ongoing, formal planning and assessment processes, both strategic and operational, that enhance the college's short- and long-term accomplishment of its mission and objectives and assure its compliance with accreditation standards.

2. To collaborate with each administrative unit in enhancing college operations through institutional planning and research.

3. To collaborate in the development of an annual budget recommendation for the Office of Institutional Effectiveness.

4. To supervise the Assistant Director of Institutional Effectiveness

5. To serve as the chair of the Institutional Effectiveness Committee and the Strategic Planning Council, and as a member of the Academic Affairs Committee, Administrative Council and other committees as assigned.

6. To educate administrative personnel in effective planning and assessment methodologies and utilization, in order to instill a greater understanding of and commitment to strategic

and continuous improvement.

7. To continually evaluate and improve the planning/assessment process itself to ensure its alignment with current industry standards.

8. To collaborate with CITL and other personnel in the design of new models and modes of instruction, including competency-based education and oversee the accreditation activities related to a new, parallel curriculum.

9. To prepare, publish and disseminate appropriate planning/assessment documents annually, including the biannual NBCE Outcomes Summary, Strategic Plan, Continuous Improvement Plan, Institutional Effectiveness Report, and other reports as assigned.

10. To ensure compliance with college policies and procedures, as well as state and federal regulations and accreditation requirements.

11. To facilitate the college's accreditation activities, including coordinating the data acquisition for, compiling and editing the necessary studies and reports; and assisting all college departments in accomplishing their accreditation-related responsibilities.

12. To remain abreast of best practices in assessment and accreditation through continual professional development.

13. To support the Offices of Academic Affairs, and Institutional Effectiveness in the college's regional and programmatic accreditation processes.

14. Other duties as assigned by the president and Provost.

15. To lend enthusiastic support to college policies and to fellow co-workers.

16. To participate in the annual Lyceum program.

17. To demonstrate commitment to the mission of Sherman College.

Basic Knowledge and Skills:

1. Master's degree in education, communications, data analytics or related field with at least five years of experience in higher education.

2. Experience and demonstrated knowledge of higher education accreditation processes.

3. Commitment to honest self-reflection and the open exchange of direct feedback.

4. An orientation toward continuous learning, professional growth and skills development.

5. Demonstrated aptitude for evidence-informed decision making.

6. Strong technical report writing skills.

7. Excellent interpersonal, oral and written communication skills.

8. Ability to be assertive and ensure compliance with college policies and procedures.

9. Sustained attention to detail with an understanding of the larger significance of research and assessment practices.

10. Interest and dedication to remain current in developments in the fields of accreditation, assessment and institutional research.

11. Able to follow up and follow through to meet deadlines and manage multiple projects simultaneously.

12. Demonstrated creative problem-solving skills.

13. High level of initiative; able to work with minimal supervision while contributing positively to a collaborative, high-functioning team.

14. Advanced proficiency with Microsoft Office, particularly Word and Excel. Familiarity with data analytic software such as Power BI.

15. A desire to work with and learn new technologies and systems, including the ability to pick up new digital skills without formal instruction.

16. Commitment to maintaining confidentiality regarding sensitive institutional data.

Physical Demands and Work Environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Occasional crouching and kneeling may be required and carrying with weight limit of 25 lbs. Strains/stresses may be related to computer use.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

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Signature: Date: