

## **CHAIR, ACADEMIC ASSESSMENT**

**POSITION:** Chair, Academic Assessment; a non-administrative leadership position appointed by the Vice President of Academic and Student Affairs

**CLASSIFICATION:** Full-time Faculty

**SUPERVISION:** Vice President of Academic and Student Affairs

**LOAD:** 40% Full-time Tenured Faculty load in fall and spring semesters and no load for summer semester

**TERM OF APPOINTMENT:** Unless otherwise explicitly agreed at the onset of the assignment, the term of appointment is for three years and, subject to mutual agreement, is renewable with no limit to the number of terms

### **COMPENSATION GUIDELINES:**

1. The Chair shall receive the identified load as re-assigned time in the fall and spring semesters. The remainder of the load shall be filled through classroom teaching.
2. The faculty member may elect to teach an overload. Such overload may be banked or paid out at the faculty member's discretion. If paid out, such instructional overload will be compensated according to the instructional summer/overload rate identified in the Faculty Contract.
3. The faculty member may elect to teach during intersession or in the summer. Such instructional load will be compensated according to the instructional summer/overload rate identified in the Faculty Contract.

### **MINIMUM POSITION QUALIFICATIONS:**

- Full-time faculty member

### **DESIRED POSITION QUALIFICATIONS:**

- A broad-based background in academic assessment techniques and reporting
- Demonstrated excellence in teaching
- Academic leadership experience
- Demonstrated commitment to academic assessment and transformation
- Commitment to the mission of the community college
- Knowledgeable in the use of technology in assessment, specifically TracDat
- Experience with the budget process
- The ability to work with coworkers in a collegial manner
- The ability to address opportunities and challenges in a collaborative effort leading to consensus and resolution

## CHAIR, ACADEMIC ASSESSMENT

**RESPONSIBILITIES:** The Chair shall provide collaborative and constructive leadership to academic assessment and transformation to better meet student needs, ensure alignment and accomplishment of established general education goals and learning outcomes, and support College established goals and objectives for continuous improvement.

Specific responsibilities shall include:

- Teach three classes (or a minimum of a 60% load equivalency) each fall and spring semester.
- Serve as the faculty representative to and a member of the Department of Institutional Effectiveness.
- Integrate academic assessment goals and objectives into college-wide strategic planning efforts.
- Coordinate regular meetings of the Assessment Team.
- Serve as an ex-officio, non-voting member of the Curriculum and Academic Policy Council and provide routine reports as outlined in the faculty contract.
- Coordinate the use of TracDat for academic assessment and transformation reporting.
- Identify and offer faculty development opportunities in the area of classroom assessment and transformation, the use of TracDat, and other relevant topics.
- Provide an annual written report of accomplishments and opportunities to the Vice President of Academic and Student Affairs.

Responsibilities may also include assisting the Associate Vice President of Institutional Effectiveness on a routine consulting basis to: *(Note: Nothing in this section shall be interpreted to mean that the Chair of Academic Assessment.)*

- Establish academic assessment operating and equipment budget priorities.
- Submit required reports to ICCB, IBHE and the Board of Trustees.
- Work with the Director of Resource Development in identifying and applying for grants in support of academic assessment and transformation.