

position description

Date: February 10, 2011

Title: University Director of Outcome Assessment

Department: Office of the Provost

School: University General

Location: Adelbert 216

Supervisor Name and Title: Donald Feke, Vice Provost for Undergraduate Education

POSITION SUMMARY

Educational outcome assessment is the process of measuring and documenting the knowledge, skills, and attitudes acquired by students in their degree programs. CWRU's institutional-level accrediting body (the Higher Learning Commission of the North Central Association of Colleges and Schools) requires the university to conduct assessment of student learning outcomes for all degree programs. In addition, the university's strategic plan (*Forward Thinking*) calls for improving evaluation of learning outcomes as one component of the key goal to improve integrity and transparency across the institution. The University Director of Outcome Assessment will be responsible for ensuring that both the internal and external expectations about educational outcome assessment placed on the university will be met.

CWRU is guided by its Philosophy Statement on Outcome Assessment, which has been adopted by the Faculty Senate and appears in the CWRU [General Bulletin](#):

Case Western Reserve University commits to a comprehensive educational outcome assessment program, wherein we measure how our students have changed, what knowledge has been learned, and what competencies have been developed. Our educational outcome assessment programs will not only provide information on how well we are achieving our objectives, but also identify what types of programs and experiences have the most powerful impacts. The ultimate goal is to incorporate continuous evaluation into the educational culture for the improvement of programs and for enhancing the distinctiveness of our university.

Education outcome assessments will be based on the core vision and mission of each school and the university as a whole. The faculty, empowered by adequate resources and support to carry out assessment activities, accepts that educational outcome assessment is a part of academic duties. Outcome assessment is embraced as a means that can lead to improvements in teaching and learning, plus provide evidence of teaching effectiveness for institutional purposes.

The University Director of Outcome Assessment is responsible for providing leadership and guidance for implementation of this philosophy statement.

Outcome assessment is practiced at different levels of sophistication and maturity within the various academic units. Some schools and programs are currently operating under comprehensive assessment plans and robust assessment practices, while outcome assessment in other schools and

programs may be operating at a nascent stage. The University Director of Outcome Assessment will work with all of the academic units to ensure that plans and practices for outcome assessment satisfy minimum expectations. The Director will have the responsibility and authority to certify that each academic unit has an acceptable plan for outcome assessment and will provide assistance to the units as necessary as they develop such plans. The Director will lead the communication of best outcome assessment practices across the institution, and will be a source of information on successful outcome assessment plans and practices that are in use at other institutions. The Director will be expected to keep current on trends in educational outcome assessment on the national scene.

Reporting directly to the Vice Provost for Undergraduate Education, the University Director of Outcome Assessment will work directly with the Office of the Provost and in conjunction with the staff of the Office of Institutional Research in regard to the collection, organization, and analysis of data on outcome assessment to be used for accreditation and other purposes. As a continuing and long-range goal, the Director will also be expected to lead the establishment of a culture of assessment at CWRU.

The University Director of Outcome Assessment position is expected to be a half-time effort.

ESSENTIAL FUNCTIONS

1. Lead the establishment of guidelines and minimum expectations for outcome assessment for each unit and/or degree program, as well as for general education requirements. This process will be cognizant of the requirements imposed on the professional programs through their ongoing relationships with accrediting organizations.
2. Inventory or support development of outcome assessment plans for each unit, degree program, and/or general education requirements. Review and certify that these plans meet minimum expectations.
3. Organize and chair an outcome assessment coordinating committee, which will comprise of assessment liaisons (typically at the associate dean level) from the academic units as well as staff members from UCITE and Institutional Research.
4. Catalog and publish (on the web) educational objectives for each academic program. Collaborate with the units and/or faculty to establish educational objectives in those areas where none are explicitly available.
5. Identify and record the expected learning outcomes for each degree program. Describe how these learning outcomes are addressed through the set of curricular and other academic experiences of the students in each program.
6. Perform a thorough review to ensure that the school objectives, program objectives, and course objectives are all aligned.
7. Assist in identifying, organizing, and analyzing outcome assessment data being collected within the university.
8. Increase awareness and visibility of outcome assessment at CWRU, and work towards building a culture of assessment at the university. Components of this process may include the following:
 - a. Working with UCITE to promote awareness and advancement of assessment through sponsoring seminars/lunch discussions on outcome assessment.
 - b. Providing limited funding for assessment initiatives.

University Director of Outcome Assessment

- c. Bringing national experts to campus to promote assessment activities and assist departments in developing their assessment plans.
 - d. Hosting a national conference on outcome assessment.
9. Investigate ways to publicize and celebrate the accomplishments of faculty members who have demonstrated exceptional success with outcome assessment.
10. Prioritize resource requests and help identify sources for advancing outcome assessment at CWRU. These may include resources for:
 - a. Training and education about outcome assessment for those departments and faculty who are at the beginning stages of assessment.
 - b. Facilities for the storage and archiving of outcome assessment data (such as an electronic portfolio).
 - c. Acquisition of external tools for outcome assessment (such as the Collegiate Learning Assessment instrument).
 - d. Resources to accomplish the changes that the assessment data inform.
11. Generate baselines, targets and metrics for assessment practices.
12. Establish annual goals and compose an annual report on outcome assessment (which is required by the Faculty Senate).

NONESSENTIAL FUNCTIONS

1. Perform other duties as assigned by Vice Provost.

CONTACTS

Within the Office of the Provost: Regular contact with Vice Provost to report on planning and progress in the advancement and coordination of outcome assessment activities across the university. Frequent contact with Deans (in the eight academic units, Undergraduate Studies, and Graduate Studies) for information exchange, consultation, and decision-making. Frequent contact with the director and staff members of UCITE and Institutional Research.

Within the University: Frequent contact with the assessment liaisons from the various academic units. Regular contact with the department chairs and faculty to promote outcome assessment activities and provide assistance and advice as needed. Occasional contact with the Registrar's Office regarding academic information about students. Occasional contact with other administrative offices for event and program planning or publicity about outcome assessment (e.g., *The Daily*). Occasional contact with students with respect to the success of educational outcome assessment practices.

External to the University: Periodic contact with agencies and institutions that promote effective outcome assessment practice (such as the Reinvention Center). Periodic contact with the Higher Learning Commission of the North Central Association and/or the Ohio Board of Regents. Occasional contact with assessment outcome assessment officers at other universities. Periodic contact with alumni and others interested in outcome assessment.

SUPERVISORY RESPONSIBILITY

University Director of Outcome Assessment

No supervisory responsibility.

QUALIFICATIONS

Experience: Tenured faculty member at CWRU (preferred). Demonstrated background in, or expertise with, educational outcome assessment. Experience working with faculty as individuals and in groups (preferred). Proven record of initiative and leadership (preferred).

Education: Ph.D. or equivalent required.

REQUIRED SKILLS

1. Superior analytical skills; competence in statistics and interpretation of data.
2. Excellent oral and written communication skills.
3. Exceptional interpersonal skills and ability to lead the advancement of outcome assessment at CWRU.
4. Ability to assimilate and communicate information from diverse disciplines.
5. Ability to collaborate and communicate effectively with a variety of constituencies: agencies, faculty, staff, and senior administration.
6. Ability to work independently and lead multiple projects simultaneously.
7. Must be highly motivated and able to inspire and encourage others.
8. Proficiency in software applications, electronic calendar, word-processing, email, and database (preferred). Applied knowledge of web page design and development.

WORKING CONDITIONS

General office environment with support from a department assistant. Fast-paced senior administrative office setting, with frequent interruptions, conflicting priorities, and complex office functions. Occasional evening and weekend work required.

DIVERSITY STATEMENT

In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply.