



Position Profile

Director of Assessment and Accreditation

August 2018



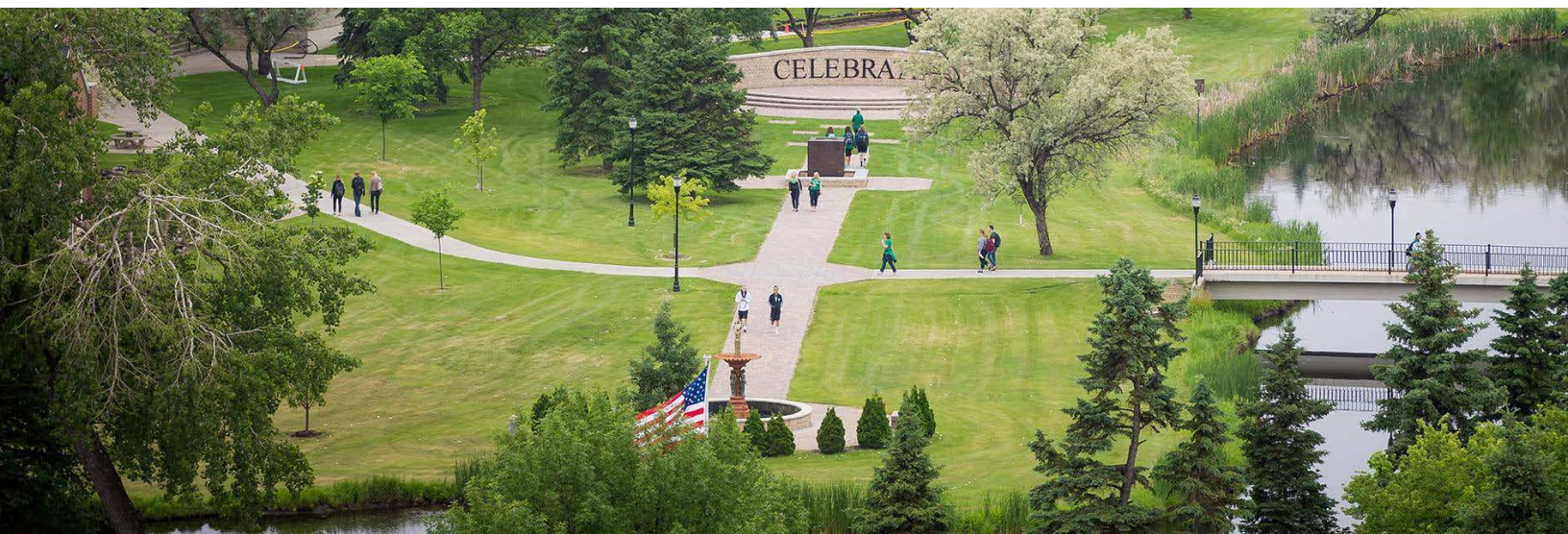
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About University of North Dakota

[The University of North Dakota \(UND\)](#) is a public research University established in 1883. Founded with a strong liberal arts foundation, UND has grown into a prominent scientific research university, classified by the Carnegie Foundation as having high research activity. UND was recently ranked among the top 25 most innovative universities in the country by [U.S. News and World Report](#) and is widely regarded as among the top universities in the American Northern Plains region. Currently, the University boasts 200+ fields of study with nearly 15,000 students. Grand Forks boasts high-quality medical facilities, a very low crime rate, many fine restaurants, acclaimed public and private schools, and annual events throughout the year. Ranked as one of the top 5 Best Small College Towns, and America's Best Hockey Town, Grand Forks offers stellar quality of life without the metropolitan hassles. UND is right at home in this vibrant college town of over 55,000 people located on the border of North Dakota and Minnesota. UND is admired for its spacious, beautiful campus and extensive natural resources.

- UND is the flagship research university in the state with five focus research areas: health & biomedical sciences, energy and the environmental sustainability, rural health and social problems, unmanned aircraft systems, and big data.
- The \$100M Ralph Engelstad Arena is home to UND's hockey team (currently ranked among the top 20).
- UND has recently upgraded significant facilities across campus including: \$124M medical school, \$29M renovation and addition to Wilkerson Hall dining center, \$11.5M renovation and addition to the Law School, \$18M athletics high performance center.
- UND has an innovative [strategic plan](#) that will ensure it is the chief opportunity engine for North Dakota and its students and the premier flagship university in the Northern Plains.

The Office of University Analytics and Planning conducts and coordinates research and analytic activities for use in accreditation, program review, assessment, reporting and strategic planning. The office supports educational effectiveness and accreditation activities by contributing to an institutional culture of data-informed decision making and improvement. The office conducts analytical studies and provides information in support of planning, policy formation, decision-making, and assessing institutional effectiveness. The office collaborates by providing data and analytics that contribute to the alignment of strategic planning, budgeting, program review, as well as assessment to support the achievement of institutional goals, external reporting requirements, and the accreditation process.



The Position

The University of North Dakota is seeking an 11-month Director of Assessment and Accreditation. The Director will provide administrative leadership and oversight of all efforts related to assessment; a central purpose is to enhance and promote a culture of comprehensive assessment to: (1) support continuous improvement of departmental academic outcomes through assessment of student learning; (2) maintain continued compliance with all Higher Learning Commission ([HLC](#)) policies and expectations; and (3) manage UND data collection process for the Association of American Colleges and Universities ([AAC&U](#)) Valid Assessment of Learning in Undergraduate Education ([VALUE](#)) Institute. The Director of Assessment and Accreditation will help promote a culture of comprehensive assessment and integrate assessment applications and technologies through collaboration with various UND academic and service units. The Director will serve on a variety of institutional committees and/or task forces and will engage in ongoing professional development by attending appropriate accreditation and assessment related workshops and conferences. The position reports to the Senior Vice Provost of Academic Affairs with a strong working relationship with the Director of the Office of University Analytics and Planning.

Position Responsibilities:

- **Oversight for all assessment of student learning within Academic Affairs.**
 - Refine current comprehensive assessment practices to create an efficient and effective system that makes use of current assessment applications, technologies, and data; provide leadership for assessment of student learning in all Academic Affairs programs, including graduate programs, undergraduate programs, certificate programs, and academic support programs.
- **Oversight for all institutional accreditation expectations.**
 - Provide leadership for all institutional accreditation activities required by the Higher Learning Commission.
 - Maintain currency with evolving HLC requirements and expectations.
 - As needed, submit program permission requests to the HLC (e.g., for distance programs, certificate programs, new degree programs or modalities, other as needed).
 - Ensure timely responses to HLC reports and reviews submitted to the institution.
 - Coordinate and oversee site visits as needed.
- **Coordinate, manage, and facilitate the AAC&U VALUE Institute data collection process (relative to [Goal 1](#) of the strategic plan).**
 - Work with faculty to develop appropriate student assessments/artifacts to measure liberal arts learning outcomes.
 - Recruit faculty to implement these assessments/artifacts in capstone courses.
 - Draw sample of assessments/artifacts and submit student artifacts to the VALUE Institute portal.
 - Disseminate VALUE Institute results to appropriate campus constituents.
- **Ongoing professional development in national best practices concerning assessment and accreditation; service on relevant UND committees.**
 - Serve on relevant UND committees as needed and assigned.
 - Engage, as opportunities present, in national service (e.g., the HLC's Assessment Academy and Association for Assessment of Learning in Higher Education board).

Qualifications

Minimum Requirements:

- Master's degree and at least 2 years of experience directly related to the duties and responsibilities specified.
- Knowledge and understanding of higher education accreditation and assessment practices.
- Knowledge and understanding of accreditation planning and assessment methodologies and tools.
- Advanced verbal and written communication skills.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the US and to complete the required employment eligibility verification form upon hire.

Preferred/Desirable Qualifications:

- 3 or more years of higher education accreditation and assessment practices.
- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative, and innovative solutions.
- Ability to present effectively to small and large groups.
- Doctor of Philosophy degree.

Why Consider the Opportunity?

- **Support.** UND's leadership team robustly supports continuous improvement and use of assessment and analytics to further our vibrant strategic plan.
- **Partnerships.** The University Senate has a faculty committee dedicated to continuous improvement in student learning. The Director's work is also supported by teams and colleges interested in and driven by the continuous improvement of student learning. Further, staff in the Office of University Analytics and Planning will provide the director with support and collegial engagement.
- **Impact.** The Director will have a substantial impact to influence student success, curriculum development, and program changes.
- **Community.** The University and region offer a sense of community with a friendly, warm and welcoming environment.
- **Quality of Life.** The Grand Forks region offers a very high quality of life with safe living environments, great schools, clean air, open spaces, and room to play.



To Apply

Confidential review of applications will begin immediately and continue until the position is filled; **parties who apply by September 30, 2018 will be given first consideration.** To apply online, go to:

<https://theapplicantmanager.com/jobs?pos=su119>

Please submit a PDF version of your complete curriculum vita/resume, a cover letter of application highlighting the qualifications for the position, and names/contact information of three references. Further information may be requested later (e.g. letters of recommendation, transcripts, etc.)

All applications and nominations will be held in confidence.

Confidentiality of Application Materials

Note: Pursuant to NDCC 44-04-18.27, applications and any records related to the applications that identify an applicant are confidential, except records related to the finalists of the position, which are open to the public after the search committee has identified the top finalists who will be invited to campus.

For nominations or further information:

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UND is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. Applicants are invited to provide information regarding their gender, race and/or ethnicity, veteran's status and disability status on the form found at <http://und.edu/affirmative-action/apcontrolcard.cfm>. This information will remain confidential and separate from your application. North Dakota Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability from the VA dated within the last 12 months. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of North Dakota publishes an Annual Security and Fire Safety Report. The report includes the university's policies, procedures, and programs concerning safety and security, as well as three years of crime statistics for our campus. As a prospective employee, you are entitled to a copy of this report. The report and statistical data can be found online at http://und.edu/discover/_files/docs/annual-security-report.pdf. You may also request a paper copy of the report from the UND Police Department located at 3851 Campus Road, Grand Forks, ND 58202.



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Grand Forks, North Dakota

The beautiful city of Grand Forks is nestled in the Red River Valley and boasts North Dakota's 3rd largest city with a population of over 55,000. Its sister city, East Grand Forks, MN, lies just across the Red River. The Red River and Red Lake River meander through both cities. The rivers are surrounded by a dike system which provides over 2,200 acres of [Greenway](#) recreation space with 20 miles of multi-purpose trails. Grand Forks sits five hours from Minneapolis/St. Paul, MN and two hours from Winnipeg, Manitoba. Many cite "the people" as their favorite thing about Greater Grand Forks, but there's plenty to see and do as it is home to a great mix of sports events, a vibrant arts scene, miles of biking, hiking and inline skating trails as well as hunting, fishing, snowmobiling, and skiing, plus a revitalized downtown. Grand Forks offer amenities of a large urban area and the safety, convenience, and friendliness of a small community.

Interesting Facts:

- North Dakota has one of the lowest unemployment rates in the country primarily due to the recent oil boom in the western part of the state.
- North Dakota is the leading producer of honey in the United States and is the largest producer of many cereal grains, such as barley, durum wheat, oats and hard red spring wheat. The state is also the leading producer of many oilseeds such as sunflower, canola, flax, and safflower.
- Maah Daah Hey Trail claims to be the longest continuous single-track mountain biking trail in America with 97-miles of winding adventure which bridges North Dakota's sweeping grasslands and its jagged badlands.
- With four distinct seasons, North Dakota is the perfect place for a range of outdoor activities including cross-country skiing, hockey, hiking, biking, camping, swimming, and golfing.
- With a consistently low unemployment rate (<3%), Grand Forks is a hub for engineering, aerospace, energy, agriculture, and healthcare.



For more information on Grand Forks, North Dakota:

To find out why living and working in Greater Grand Forks is cooler, check out: www.GrandForksIsCooler.com

Grand Forks Chamber of Commerce: <https://www.gochamber.org/>

Convention and Visitors Bureau: <https://www.visitgrandforks.com/>

City of Grand Forks: <http://www.grandforksgov.com/>