North Dakota State University (NDSU) invites applications and nominations for the position of Director of Assessment and Accreditation. The Director provides administrative leadership and oversight of all assessment and accreditation activities aligned with North Dakota State University’s (NDSU) land-grant mission and values as embedded into NDSU’s long-term strategic plan. This is a 12-month position reporting to the Provost. Review of candidate materials will begin October 15, 2019.

**Major Responsibilities:**

Develop, implement, and oversee a sustainable university assessment program that is both high-quality and well-defined.
- Support the continuous improvement of academic outcomes through assessment of student learning.
- Collaborate with faculty to develop instruments to measure student learning.
- Develop and implement procedures for annual reporting of assessment activities by academic departments, co-curricular programs, and the NDSU Extension Service.
- Oversee the annual assessment report completion, collection, evaluation, and documentation.
- Support professional accreditation activities in the academic disciplines (AACSB, ABET, CAEP, etc.).

Provide oversight and coordination for NDSU’s compliance with the Criteria for Accreditation and the Assumed Practices as established by the Higher Learning Commission’s (HLC) Board of Trustees.
- Serve as the Accreditation Liaison Officer for the Higher Learning Commission.
- Provide leadership for all institutional accreditation activities required by HLC and guide the institution to compliance with HLC policies and expectations.
- Prepare and facilitate responses to HLC reports and reviews, and site visits as needed.

Disseminate information about NDSU’s assessment and accreditation plans and activities.
- Serve on and/or lead assessment and accreditation related committees at the institutional level.
- Advise faculty and committees on assessment and accreditation best practices and regulations.
- Assist academic and university executive leaders in communicating the importance of proper assessment practices and instating repercussions for programs not in compliance with NDSU assessment procedures.
- Report formal plans and processes in assessment, in addition to periodic, informal updates, to the Office of the Provost.
- Provide an annual summary of assessment activities to the Faculty Senate, the Provost, and the Vice Provost for Enrollment Management and Student Affairs.

**Minimum Qualifications:**
- Master’s degree.
- Knowledge of higher education practices in accreditation.
- Knowledge of higher education practices in assessment.
- Knowledge of accreditation planning methodologies and tools.
● Knowledge of assessment methodologies and tools.
● Effective communication skills.
● Evidence of a commitment to diversity and inclusiveness.

Preferred Qualifications:
● An earned terminal degree.
● Experience with evidence-based teaching practices and assessment.
● Knowledge of national best practices and trends in assessment.
● Experience with assessment activities at a research university.
● Knowledge of national best practices and trends in accreditation.
● Experience with accreditation activities at a research university.
● Demonstrated ability to work collaboratively with a wide spectrum of constituents.
● Excellent time management skills and ability to meet deadlines and prioritize tasks.
● Administrative and supervisory experience.
● Experience with budget preparation and management.

To apply, submit: 1) A letter of interest addressing the minimum and preferred qualifications; 2) A curriculum vitae; and 3) Contact information for three professional references electronically at http://jobs.ndsu.edu/postings/10492 by October 15, 2019 for full consideration.

Search Committee Chair:
Chris Ray, Associate Professor and Head, Education

Search Committee:
Emily Berg, Director, Office of Institutional Research and Analysis
Carla Gross, Associate Professor and Associate Dean, Health Professions
Tim Peterson, Professor, Management and Marketing
Lisa Montplaisir, Professor, Biological Sciences
Carrie Anne Platt, Associate Professor and Associate Dean, Arts, Humanities, and Social Sciences
Scott Pryor, Professor and Associate Dean, Engineering
Todd West, Professor and Associate Dean, AFSNR