Associate Dean of Academic Effectiveness

The Associate Dean of Academic Effectiveness oversees and coordinates a comprehensive program of external reporting, internal reporting and analysis, survey administration, and project management in support of academic assessment, planning, and decision-making. The Associate Dean of Academic Effectiveness will work closely with the faculty, as well as the academic leadership in Granite State College (GSC), to implement a culture of continual improvement of academic programs and institutional quality. The Associate Dean serves the entire college as a key, central resource for information and analysis in efforts to address institutional priorities, assess institutional performance, and improve institutional outcomes.

The Associate Dean will be a key figure in directing and overseeing college-wide continuous improvement efforts, collaborating with faculty members tasked with conducting academic program reviews. The Associate Dean will manage the program review process, ensuring that periodic goal-setting and ongoing evaluation of the GSC undergraduate and graduate degree programs takes place. The Associate Dean will oversee research, outcome assessment, planning and implementation for program reviews. This position reports to the Provost.

Specific Responsibilities include:

- Support faculty in the development and implementation of comprehensive assessment plans for the undergraduate and graduate programs, and the general education programs
- Be responsible for offering assessment services that support accreditation efforts, strengthen student learning across the institution, and that strengthen the program review process
- Increase awareness and visibility of outcomes assessment at the college
- Plan, organize, and coordinate activities that support the assessment of learning outcomes
- Work with the faculty to develop and implement comprehensive programs to assess and improve student success across the institution
- Inventory and support the development of outcomes assessment plans for each degree program and the core curriculum
- Work with faculty development leaders to promote awareness and advancement of assessment through sponsoring discussions on outcomes assessment
- Support systematic use of assessment to drive continuous improvement; ensure assessment projects provide value and are tailored to the unique needs of the institution while also ensuring the college meets the requirements of accrediting bodies and other external stakeholders
- Assume primary responsibility for components of the institutional accreditation process that relate to assessment
- Collaborate with campus personnel working on discipline specific accreditations
- Stay abreast of related research, best practices, and innovations related to assessment and share information learned with others at the college
- Record, store, manage, and disseminate confidential and sensitive assessment data as appropriate
- Lead the outcomes assessment activities of the college in support of institutional accountability and continuous improvement
Qualifications:

- Master’s degree in Education, Social Science Research, or a related field, and 5 years of experience in educational research, measurement and evaluation required; terminal degree preferred.
- Comprehensive knowledge of academic assessment.
- Excellent analytical, writing, presentation, and project management skills are required, as well as the ability to work broadly with academic programs throughout the college.
- Working familiarity with statistical software, Microsoft Office, and other presentation software in order to prepare research reports and presentations.

Salary: Commensurate with qualifications and experience.

Additional Information: Must be able to travel to the other GSC centers in New Hampshire. Some nights and weekends may be required. This is a benefits eligible position.

Application Process: Send cover letter, curriculum vitae, and names of three references to:

Dr. Scott Stanley
Interim Provost and Vice President for Academic Affairs
Chair-Associate Dean of Academic Effectiveness Committee
Granite State College
Office of Academic Affairs
25 Hall Street
Concord, NH 03301

Or via email to: Scott.Stanley@granite.edu

Review of applications begins November 24, 2014, and continues until the position is filled.

No Phone Calls Please.

Granite State College is an EEO/AA employer. We are committed to creating an environment that values and supports diversity, equity, and inclusiveness across our campus community, and we encourage applications from qualified individuals who will help us advance this commitment. Hiring is contingent upon eligibility to work in the U.S.

Posted 10/29/14