

# ASSOCIATE PROVOST FOR INSTITUTIONAL ASSESSMENT

**Position Summary:** The Associate Provost for Institutional Assessment is responsible for (1) coordinating the university's academic assessment process, (2) maintaining academic and accreditation requirements for the institution in its entirety as well as program-specific accreditations and (3) advising senior leadership in data-driven decision-making as requested for advancing the strategic goals of the university. The position is housed in the Provost's office but works in collaboration with key departments across campus, closely advising the senior leadership team as well as North Park Theological Seminary (NPTS).

Responsibilities include, but are not limited to the following:

## **Organizational Assessment**

- Develop strategies to improve institutional unity and effectiveness in planning, management and evaluation. This includes leading the seminary to greater uniformity in processes, as well as developing, communicating, and recording means for assessing the accomplishment of annual, institutional, campus, extension, and unit goals.
- Identify and manage outcome data as it relates to job placement and return on investment.
- Establish and maintain a regular cycle of university assessment including, but limited to, the following: National Survey for Student Engagement (NSSE); Student Satisfaction Inventory (SSI); Collegiate Learning Assessment (CLA).
- Complete and submit on time IPEDS and Common Data Set information as well as information requested by additional reputable higher education data consortia.
- Maintain research projects and relationship with Hanover Research to align with strategic university initiatives.
- Assist in creating and implement a "culture of continuous improvement" and a "culture of assessment and documentation" related to overall institutional effectiveness.
- Work with HR and other institutional entities that support student learning to continue to develop ongoing and assessment processes of various subunits within the University that directly and indirectly affect student learning.

## **Academic Assessment**

- Help lead the university in its entirety, including NPTS, in developing a "culture of assessment and documentation".
- Provide direction and advice to the academic deans, faculty, and academic administration related to the evaluation of degree programs, student learning, academic services, and accreditation.
- Maintain the role of liaison with the Higher Learning Commission and assist in all accreditation processes by discipline.
- Remain in close communication with Dean of the Faculty of NPTS in meeting the requirements of the Association of Theological Schools (ATS).
- Direct the planning and implementation of the university's academic assessment process. This implementation process includes the continuous development, evaluation, and improvement of student learning for the student evaluation system.
- Assist the Academic Dean Committee and faculties in the annual assessment of student learning plan.
- Follow-up on the progress of each campus related to student learning outcomes and ensure that each campus faculty is continually "closing the loop."

### **Office of the CAO Responsibilities**

- Create and implement a “culture of continuous improvement” related to academic policies and procedures.
- Assist the Provost and the Dean of the Faculty of the Seminary in the advising and communicating of academic policies and accreditation requirement to senior leadership.
- Assist the Provost in maintaining involvement in and relationships with accreditors/accreditation agencies. This includes attending conferences, serving on visiting accreditation committees, and serving on ATS committees.
- Under the direction of the Provost, the Associate Provost will aid the university in its preparation for the decade reaffirmation of accreditation as well as interim reporting and quality initiative progress.

### **Essential Qualifications:**

- Professed Christian Worldview
- Terminal Degree Required (Either Ph.D. or Ed.D)
- Tenured Faculty experience (preferred but not required)
- Prior experience with the Higher Learning Commission (or related accrediting body)
- Prior experience with Ellucian data systems (or similar)
- Administrative Experience at the Department Chair/Program Director or Dean Level
- Overseen degree program assessment at a university/college/seminary
- Overseen institutional assessment at a university/college/seminary

Applications will be accepted until the position is filled, but that priority will be given to those who apply by April 9<sup>th</sup>. Applications should consist of a cover letter discussing the candidate’s qualifications for the position, a CV or resume, a list of three references and a completed NPU employment application.

*Note: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.*