



Position Summary

Academic Programs and Planning (APP) is a key component of Academic Innovations and Programs in the division of Academic Affairs. Its mission is to promote student success through partnering with faculty and staff to develop, deliver, and continuously improve academic programs; collaborate with the Academic Senate to develop, implement, and review academic policies; and engage campus leaders in strategic and action planning. APP's responsibilities include facilitating academic planning for new and existing degree programs, managing the University's institutional accreditation by WSCUC (the WASC Senior College and University Commission), coordinating the program review process for all of Cal Poly's academic programs, coordinating the assessment of student learning, providing administrative oversight for the University's General Education and Instructionally Related Activities programs, implementing systemwide California State University initiatives and policies, and making reports to meet all accountability requirements.

Working independently under the general direction of the Interim Director of Academic Programs and Planning, the Faculty Director of Program Improvement will provide leadership and direction for educational effectiveness and continuous improvement efforts at the program and institutional levels, integrate assessment activities and results with accreditation processes, and disseminate high-level assessment information among University stakeholders. The Director will be responsible for University and General Education assessment efforts focusing on the five WSCUC Core Competencies of writing, critical thinking, quantitative reasoning, oral communications, and lifelong learning, with diversity learning considered a sixth core competency. In addition, the Director will work with the Center for Teaching, Learning and Technology (CTLT) to provide professional development workshops for faculty and staff, and will coordinate the administration of external campuswide assessment projects such as the Collegiate Learning Assessment (CLA+) and the National Survey of Student Engagement (NSSE). The office of APP works closely together as a team; the Director's work will be a central part of our student-centered mission and will benefit from the support of the team.

The Director will supervise the administrative staff coordinator (ASC) for program improvement, providing oversight and guidance, as well as any necessary training so that this person will be able to support the program developed by the Director.

The Faculty Director of Program Improvement is a full-time faculty position covering the academic year and 4-8 WTU of summer work to be agreed upon, beginning June 26, 2023. The successful candidate will be released 100% from teaching and service responsibilities in their home department. The initial appointment will be for two years, renewable for additional three-year periods.



Duties and Responsibilities

The duties and responsibilities of the Director position fall under the following three main areas:

Leadership of Academic Assessment

- Exercise leadership while working collaboratively in the assessment of student learning at the university and program levels.
- Plan, organize, and facilitate campuswide assessment projects in support of the University/GE assessment plan.
- Provide guidance and support to academic departments in the development and implementation of program learning outcomes/objectives, assessment, and action plans.
- Provide leadership for the university's Academic Assessment Council.

Evaluation, Coordination, Collaboration

- Evaluate annual program assessment plans and reports.
- Conduct assessment training as part of faculty development programming in partnership with CTLT.
- Interpret assessment findings and prepare regular assessment reports for various stakeholders to summarize such findings at the college and university levels.
- Coordinate scheduled national assessments (e.g., CLA+ and NSSE) including administration, analysis, and dissemination of results across campus.
- Collaborate with Student Affairs on development, administration, and analysis of cross-divisional surveys.

Currency and Role in APP

- Direct the work of the ASC and facilitate a work environment that encourages the development of skills to engage with those of other cultures, disciplines, and backgrounds.
- Assure the currency of APP assessment and student achievement web pages, including content development.
- Record, store, manage, and disseminate confidential and sensitive assessment data, as appropriate.
- Complete training provided by the WSCUC Assessment Leadership Academy.
- Build and maintain professional currency by attending and/or presenting at academic workshops and conferences.

Related Job Functions

- Perform other job-related duties and special projects as assigned.



Required Education, Experience, and Credentials

- Earned doctoral degree or recognized terminal degree in the discipline
- Full-time, tenured faculty with significant teaching experience in higher education and two or more years of experience with academic assessment

Required Skills, Knowledge, and Abilities

- Commitment to accomplishing the student-centered mission of Academic Programs and Planning
- Commitment to strengthening the culture of diversity, equity, and inclusion within the University
- Excellent ability to work effectively with diverse groups of faculty, staff, students, and administrators
- Excellent oral, written, and presentation skills, including the ability to develop data-rich reports that are easily understood by various stakeholders
- Strong ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere
- Excellent organizational and time management skills with the ability to set own priorities and coordinate multiple projects with potentially conflicting demands
- Ability to interpret, communicate, and apply university/system policies and procedures
- Knowledge of formative and summative assessment principles and practices and a commitment to continued growth in these areas
- Knowledge of contemporary pedagogy and a commitment to continued growth in this area
- Ability to apply independent judgment, initiative, and discretion to address problems
- Ability to adapt to changes in systems, supervisory directions, policies, and procedures
- Demonstrated high level of attention to detail
- Forward-thinking, innovative, and proactive in identifying problems and implementing evidence-based improvements
- Collaborative leadership style with a strategic and creative approach to issues, and exceptional problem-solving and decision-making abilities

Preferred Skills and Experience

- Strong quantitative and qualitative skills and experience in social science and/or quantitative research methods, including a general knowledge of statistics
- Familiarity with WSCUC expectations for the assessment of student learning
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook), Office 360 calendar and email, PeopleSoft, SurveyGizmo



Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able on occasion to adjust working hours to meet special jobs.

Inquiries or to be Considered for this Position

Please email Maureen O'Connor, Executive Assistant to the Interim Associate Vice Provost, at moconn04@calpoly.edu, with the following materials:

- Letter of Interest, including a statement of interest, qualifications, and relevant experience in leadership and assessment
- Curriculum Vitae

Review of applications will begin the week of April 10, 2023. Open until filled.