



Position Description

Position: **Director of Assessment and Accreditation**
Department: Academic Affairs
Full-time or Part-time: FT Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PTS Office Hours; flexible/variable based on programming needs
Reports to: Dean and Vice President of Academic Affairs

Job Purpose: Reporting to the Dean and Vice President of Academic Affairs, the Director of Assessment and Accreditation provides leadership and oversight of assessment activities for the purposes of program development and evaluation, accreditation, and institutional effectiveness. The Director works with seminary partners in the process of institutional evaluation and with the faculty in the process of degree program assessment. The Director ensures that the academic standards and policies of accrediting agencies are met.

ESSENTIAL FUNCTIONS

Educational Assessment and Institutional Evaluation 50% of time

- Coordinate the ongoing development and implementation of student learning outcomes assessment at the course, degree program, and institutional level and serve as a resource to the Faculty Executive Committee responsible for degree program review and revision.
- Engage in regular curriculum mapping of course learning outcomes to degree level learning outcomes; update syllabi templates and Seminary guidelines.
- Manage the student course evaluation process.
- Host student focus groups for assessment and evaluation.
- Lead ongoing efforts to improve the collection, analysis, interpretation, dissemination, and use of assessment data for academic and non-academic areas in an effort to improve institutional effectiveness.
- Implement a comprehensive institutional assessment plan that provides a framework of assessment for relevant administrative offices and academic support units to improve programs and services as well as increase student success and institutional effectiveness.
- Provide guidance in connecting strategic planning efforts to institutional and educational improvement; ensure regular reporting on progress.

- Work with Student Life regarding the ATS Entering and Graduating Student Questionnaires. Summarize report information and send to appropriate offices for review and action.

Accreditation and Compliance

40% of time

- Organize accreditation activities and maintain compliance reports for MSCHE, ATS, the State of New Jersey, SARA, and the USDE.
- Serve as the Accreditation Liaison Officer with the Commission on Accrediting of the Association of Theological Schools (ATS) and the Middle States Commission on Higher Education (MSCHE).
- Lead all efforts to prepare for the Seminary's reaccreditation every eight years (next in 2027-2028) by organizing the self-study process and reports; co-chair the Self-Study Steering Committee with the Academic Dean or a faculty member.
- Update the Statement of Educational Effectiveness information each year on website.
- Complete the Annual Institutional Update (AIU) for MSCHE.
- Serve as a peer evaluator for the MSCHE and the Commission on Accrediting of the ATS as requested and as time permits.

Collaboration with Campus Partners

10% of time

- Serve on committees as assigned by the President and/or Academic Dean.
- Serve on the Faculty Executive Committee. Present assessment data and issues for review and action.
- Interpret the MSCHE and ATS accreditation standards and compliance regulations and serve as a resource for the seminary community.

QUALIFICATIONS AND SKILLS

- 3+ years of experience with assessment and accreditation in higher education; theological education experience a plus.
- Master's degree required; doctorate degree in Educational Research and Measurement or related field a plus.
- Experience with student learning assessment at the degree program level; ability to guide and engage faculty in assessment practices.
- Understanding of the accreditation standards; in particular, for ATS and MSCHE.
- Experience leading and/or participating in a self-study process in preparation for reaccreditation.
- Experience with data management, data analysis, and report-writing.
- Ability to work independently, initiate projects, prioritize, attend to multiple tasks simultaneously, and meet deadlines.
- Excellent computer skills related to developing and formatting documents for reports.

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

To apply: Interested candidates should submit a cover letter, resume/curriculum vitae, and the names and contact information for three references to the Human Resources Office at Princeton Theological Seminary at hr.office@ptsem.edu. Review of applications will begin immediately and continue until the position is filled.

3.07.24