

University of Houston – Clear Lake

Position Description

Job Title: **Executive Director, Planning & Assessment**

Job Code: **2133**

Pay Grade: **080**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree from an accredited institution.	Doctorate (Ph.D. or Ed.D.) in an academic field relevant to UHCL's curriculum.
Experience	Ten years of progressively responsible administrative experience in institutional research, assessment or planning. Demonstrated experience with quantitative research methods and statistics, and a sound knowledge of qualitative research methods. The relevant experience includes (1) data collection, analysis and interpretation, (2) strategic planning, (3) project management and assessment, (4) accreditation processes and requirements, and (5) assessment of student learning.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Executive Director will be responsible for the overall coordination and facilitation of the campus-wide institutional planning and assessment activities. The executive director will work effectively with the campus' shared governance committee structure to successfully implement the annual planning and assessment activities. He/She will lead the efforts to ensure continuous progress of services and operations by providing leadership for the Assessment Information (AIM) System. Duties include, monitoring performance metrics and outcomes of the strategic plan; and coordinating of strategic planning documents, accreditation studies, and reports for accreditation agencies including, but not limited to, SACS, NCATE, AACSB, ABET and CAHME. The successful candidate will play a key role in setting direction for the Quality Enhancement Plan (QEP). The executive director will work with the QEP Committee to ensure the QEP is developed and implemented in accordance with standards established by the Southern Association of Schools and Colleges (SACS). The incumbent will facilitate the development, piloting and approval of the QEP plan, including the budget and assessment plans. This position will also communicate with the UHCL community the QEP goals and will educate and train personnel in all aspects of QEP.

Duties and responsibilities	% Time
Work with unit/division faculty and staff groups to facilitate the development of planning/assessment processes. Monitor the quality and timeliness of assessment plans; provide feedback to unit/division faculty and staff in order to ensure compliance with SACS's accreditation requirements.	35
Direct the development and implementation of the UHCL Quality Enhancement Plan. Coordinate research and assessment to support the QEP. Assist the AVPAA in compiling QEP progress reports.	35
Work within the shared governance system to develop/refine UHCL strategic plan and accountability	15

measures; coordinate with schools and divisions to provide regular progress reports on the strategic planning process. Represent the campus planning component on UH-System and state-wide planning bodies.	
Supervise office staff and administer office budget. Other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.