

**JOB INFORMATION**

Effective Date	1/20/2022
Job Code:	2133
Job Title:	Exec. Dir. Planning and Assessment
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Miscellaneous
Job Family:	Other
Job Summary	The Executive Director of Planning and Assessment manages and supports assessment, accreditation, and QEP activities for the university and works to develop a strong culture of assessment to improve student learning. This includes activities related to regional and state accreditation; the oversight of discipline-specific accreditation; and the implementation and assessment of the QEP. Manages software and platforms for assessment, accreditation, faculty reporting, and strategic planning. The director supports the Associate Vice President for Academic Affairs, SACSCOC liaison.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Mathematics, computer science, information science, or related field.	Required	or
Doctoral Degree	Mathematics, computer science, information science, or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Experience with assessment of student learning, accreditation processes and requirements, administration and execution of Quality Enhancement Plan (QEP).	Required	or
Progressive	Experience working with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), data collection, analysis and interpretation, strategic planning, and project management.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of Quantitative and qualitative research methods.	Proficient
• Working knowledge of SACSCOC Principles of Accreditation.	Proficient
• Experience with Quality Enhancement Plan development and implementation.	Skilled
• Microsoft Office, Word, Excel, and PowerPoint.	Proficient
• Experience with PeopleSoft and managing databases.	Proficient
• Clear, precise, and effective written and oral communication skills in English.	Proficient
• Excellent organizational skills with ability to prioritize tasks and meet deadlines.	Proficient
• Produce neat and accurate work with an attention to detail.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Collaborate with administrators, faculty and staff to identify appropriate outcomes measures for students and programs.	20%
• Provide direction to faculty, staff, and students to facilitate the integration of the Quality Enhancement Plan throughout the university. Manages documentation and reporting requirements, and ensure alignment with SACSCOC standards.	20%
• Guide the implementation and maintenance of an assessment system to provide adequate data to support decision-making; Collaborate with university staff to develop an effective automated data collection and reporting system for institutional effectiveness measures and accreditation.	20%
• Collaborate with the AVP for Academic Affairs on SACSCOC compliance reporting, including substantive change, reaffirmation, and interim reports.	20%
• Prepare reports using data from multiple sources in different data formats for all assessment, accreditation, and QEP activities.	10%
• Supervise the Planning and Assessment staff and QEP staff.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description
0%	