



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Director of Academic Program Review and Accreditation
LOCATION:	Office of the Vice President for Academic Affairs, Warwick May be required to travel to other campuses as needed.
REPORTS TO:	Vice President for Academic Affairs
GRADE:	BOE 16
WORK SCHEDULE:	Non-Standard; 35 hours per week

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: Reporting to the Vice President for Academic Affairs, this position is responsible for directing the development, implementation, and administration of the College's accreditation and academic program review processes. This position performs high-level technical and analytical duties to assess academic programs at the College. Using discretion, initiative, and independent judgment, the Director prepares qualitative and quantitative reports to a variety of campus constituents to support accreditation and program review efforts.

This position will work closely with the Director of Institutional Research and Assessment to ensure that activities are implemented systematically and effectively, and the results are utilized in improving effectiveness throughout the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, implements, and oversees the processes and systems that support the College's regional accreditation (NEASC), to include the academic program review process.

Knight Campus

- Organizes and prepares data and documents for regional accreditation self-study and for individual departments to conduct program review self-study.
- Monitors, reviews, and advises academic departments across the College to ensure consistent compliance with on-going regional accreditation requirements and outcomes standards of the College; advises and supports compliance efforts for programs that have, or seek, professional accreditation.
- Establishes and implements short- and long-range goals, plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and influences changes required for improvement.
- Plans, organizes, and oversees site visits and campus meetings designed to support program review and accreditation requirements.
- Recommends and participates in the development of College policies and procedures; may serve on College governance and policy-making committees.
- Provides technical and content support to faculty in completing the general education and degree programs assessment reporting.
- Provides and develops training and individual coaching for faculty and staff to improve their assessment process and related activities.
- Establishes and maintains a communication schedule to update progress to a variety of stakeholders and ensure deadlines are met.
- Conducts qualitative and quantitative data analysis and report writing for accreditation and academic program review activities.
- Prepares detailed briefing materials, presentations; provide relevant facts and data for meetings, reports, inquiries, and presentations.
- Updates and maintains the program review and assessment website.
- Organizes and maintains records of documents (e.g., self-study reports, external reviewers' reports).
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Master's Degree in related field, Ph.D. preferred
- Minimum of five years of experience in assessment, evaluation, and research in higher education or related field.
- Minimum of five years of experience working with accreditation
- Experience in qualitative and quantitative data analysis.

- Excellent attention to detail and strong writing skills.
- Strong project management, organizational, analytical, and problem solving skills, including the ability to work independently and as a member of the team, attend to multiple projects simultaneously, and meet deadlines.
- Excellent interpersonal skills, ability to communicate with a broad range of senior level administrators complex ideas clearly and persuasively, verbally and in writing.
- Ability to utilize various computer applications (e.g., Excel, SPSS) to complete data analysis and prepare reports.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>