

Official Title: ASSISTANT PROVOST, ACADEMICS (ACCREDITATION & ASSESSMENT), AD-1701-09

PD# F0050

Summary: The Assistant Provost, Academics (Accreditation & Assessment) works for the Provost and Academic Dean on a wide range of complex and sensitive executive and academic duties in the accomplishment of the educational and research missions of the Naval Postgraduate School. The work performed directly impacts the preparation, development and direction of academic policy, programmatic, and the evaluation of academic programs.

This position directs University-wide activities related to assessment, program review, and institutional effectiveness at the Naval Postgraduate School. Provides supervision and leadership for a matrixed organization that comprises the Office of Institutional Research and the Academic Assessment, Accreditation and Review Committee ("AAARC"). Works with a variety of academic and administrative groups in guiding assessment and program review. This position creates a vision and provides the overall leadership for development and implementation of integrated campus-wide assessment, planning, and effectiveness programs. Oversees services provided to faculty, students, staff, and external accreditation entities across the university.

Duties: The Assistant Provost, Academics (Accreditation and Assessment):

Management and governance of the academic enterprise

- As Assistant Provost, is responsible for aligning the strategy, services, investment decisions, delivery structures and processes of Assessment and Institutional Effectiveness with the strategic direction of NPS.
- Partners with senior academic and administrative leaders to develop an assessment and institutional effectiveness strategy.
- Oversees the Academic Assessment, Accreditation and Review Committee ("AAARC") and its subcommittees to facilitate school- and program-wide adoption of assessment practices and to gather data through periodic formal reports to show institution-wide progress. Initiates and ensures implementation of improvement processes related to assessment and institutional effectiveness. Leads the AAARC in developing academic policies and procedures, and in providing recommendations for their improvement, as well as interpreting current policies.
- Responsible for making judgments on prioritization and screening of requests on varying academic issues/matters affecting accreditation, assessment or other academic issues, referring individuals to appropriate experts or offices and/or responding directly on behalf of the Provost.
- Contributes to the development of long range and strategic planning efforts.

Providing academic advice or consultation

- Provides academic advice, service, or consultation concerning academic matters including assessment and accreditation, to Naval and Defense activities and the larger community of scholars and others, as required.
- Educates academic and administrative leaders about how to maximize the value of assessment and program review initiatives and partners with them to demonstrate the value of institutional effectiveness strategies.

- Serves as Accreditation Liaison Officer to institutional accreditors.
- Ensures AAARC Team has the resources and skills needed to support all work initiatives. Develops timelines and action steps for anticipating and framing change, including generating appropriate communication for mitigating the disruption of change. Delivers timely and complete project status reports to Provost as requested. Leverages the individual and collective skills of the AAARC team to enhance data-driven decisions and the overall effectiveness of NPS.
- Liaises with Data Governance and Institutional Review personnel in understanding the impact of assessment across campus and in developing metrics, reports and dashboards.

Designing or developing learning support systems

- Designs and facilitates ongoing educational research focused on learning outcomes, student and alumni engagement, institutional identity, and organizational change. Facilitate the regular publication of Research Briefs to inform key areas related to data-driven decision making and a culture of assessment.
- Analyzes and researches academic information, writes reports, and interprets policies in the preparation of correspondence and special projects. Undertakes necessary research in support of the Office of the Provost academic and/or research projects and initiatives.
- Stays current with WSCUC and discipline-related accreditation requirements and works closely with all relevant parties in overseeing periodic accreditation reaffirmation.
- Coordinates with the graduate schools in the oversight and development of existing and new academic programs as well as their oversight processes.
- Works with the Academic Council to provide consultation about assessment processes related to curriculum reform. Acts as champion for acceptance of the assessment, program review, and institutional effectiveness strategy and plan within the university. Sponsors collaborative planning sessions to ensure high-quality processes that are transparent and effective.
- Creates synergies between the Office of Institutional Assessment & Accreditation (to include Institutional Research) with other academic and administrative areas, particularly the Associate Provosts, the Vice Provost, and the Command Data Office.
- Establishes individual and organizational objectives that are aligned with overall University strategies and goals. Documents and presents performance assessments.
- Standardizes data collection, analyses, and reporting methods and practices across campus, as they pertain to assessment, accreditation and institutional effectiveness.

Other Duties:

- Approves the budget, spending, project work schedule, and mini-grant plan for assessment and accreditation projects. Budgets for and disseminates funding for all accreditation and program review activities.

Qualifications:

- A terminal degree in a discipline relevant to the school combined with significant leadership experience gained as a senior military officer (i.e., O5 or higher) or as a senior manager at the department/division head level in a university or other large and diverse organization
- Significant administrative experience (typically 4 years or more) in one or more accredited institutions of higher education or equivalent experience

Scope of duties: The Assistant Provost, Academics (Accreditation and Assessment) works independently under the direct supervision of the Provost and Academic Dean. The Assistant Provost, Academics (Accreditation and Assessment) has significant off-campus impacts through services offered to DoN activities, DoD activities, and professional organizations.