

**Official Title: Faculty Associate – Assessment and Accreditation**  
**Pay Schedule: AD-3**

**Non-Tenure Track**

- A. Summary:** a faculty associate—assessment and accreditation (FA-AA) performs duties associated with the continuous review, improvement and accreditation of the Naval Postgraduate School's educational programs.
- B. Duties:** Under the supervision of a senior faculty member, the faculty associate has one or more of the following functions as their primary duty:
- 1) Reviewing and assessing curricula and program design
    - a) Reviews, organizes, and manages curricula and program evaluations to assist faculty in determining education effectiveness
    - b) Conducts research of assessment techniques and incorporates knowledge into curricula or program design and evaluations
    - c) Conducts primary and secondary research, analyzes and synthesizes research findings and prepares reports aimed at improving program effectiveness, utilization of resources, and management of academic programs
    - d) Develops learning objectives and outcomes at the program level
    - e) Develops materials that support courses, seminars, directed studies, and capstone activities
  - 2) Designing or developing assessment and accreditation support systems
    - a) Develops educational materials as assessment tools
    - b) Develops implementations of education program management, educational assessment, or academic information technologies or systems
    - c) Designs or develops information systems used in the analysis and reporting of academic programs and education program management (e.g., faculty evaluation system, accreditation support system)
    - d) Designs or develops information/analysis of academic programs to support review and assessment (e.g., Institutional Research)
    - e) Conducts statistical and analytical assessments of NPS's faculty, academic operations and academic programs to inform NPS executive/managerial decision making processes
  - 3) Performing other duties commonly understood to be faculty duties, as required.
- C. Scope of duties:** faculty associates work with senior faculty members who supervise and guide the overall faculty effort.
- D. Qualifications:**
- An earned graduate degree in a discipline that supports the departmental needs;
  - Demonstrated knowledge and understanding of curriculum development and pedagogical theory and practices;
  - Understanding of academic assessment processes; and
  - Demonstrated knowledge of analytical and evaluative methods.