

Assessment Coordinator

Position Overview

The Assessment Coordinator is responsible for developing and supporting assessment that informs continuous improvement in Departments, Schools, and the College. They work in coordination with their Dean to serve as the first point of contact for members of departmental assessment committees and department chairs, for whom they provide guidance to develop program and course learning objectives, implement assessment methods, analyze the collected data, and effect change leading to improvement in student learning outcomes. This role interfaces with the assessment infrastructure on campus – the Queens College Assessment Council, the General Education Committee, the Center for Teaching, Learning, and Leadership, and the Office of Institutional Effectiveness. This role is not responsible for specialized accreditation¹ activities that take place in certain programs.

Position Responsibilities

- Collaborate with departmental assessment structure and department chairs to work towards best practices on academic assessment.
- Focus on a formative, multi-measure approach to the assessment process that improves student learning, in alignment with a department's greatest needs.
- Provide guidance and feedback on annual Assessment Progress Reports, including the development of meaningful Assessment Plans and Re-Assessment Plans.
- Provide guidance and feedback on Implementation Plans (from Academic Program Review) and support the assessment thereof.
- Support the collection and storage of assessment evidence needed for institutional reaccreditation.
- Coordinate activities amongst the other Assessment Coordinators, the Faculty Liaison for Evaluation and Assessment, and the Dean.
- Actively participate as a member of the QC Assessment Council.
- Engage in annual professional development related to evaluation and assessment.

Support for this Position

The role is intended to be filled by a member of the full-time faculty at Queens College, to be appointed for a defined term by the Provost. The Assessment Coordinator will be reassigned three teaching contact hours per semester.

¹ Such as NYSDOE, CAEP, ACEND, APA, ASHA-CAA, ALA.