



MIAMI UNIVERSITY  
OXFORD, OH • EST. 1809

COLLEGE OF EDUCATION, HEALTH & SOCIETY

Office of the Dean

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College of Education, Health & Society: Director of Accreditation & Assessment to provide administrative leadership and oversight of all efforts related to assessment and accreditation within the College of Education, Health and Society, as well as all educator licensure programs.

Facilitate communication regarding assessment and collaboration among faculty members, department Chairs, and Dean of College of Education, Health and Society (EHS), and faculty and Chairs of art and music education programs in CAC; lead, support, maintain, and monitor the development and implementation of EHS assessment and program improvement and initiatives and accreditation efforts; prepare and submit state, federal, and accreditation reports accurately and on time; ensure information exchange among University, College, community, Council for the Accreditation of Educator Preparation (CAEP), and Ohio Department of Education/Ohio Department of Higher Education (ODE/ODHE) officials related to assessment and evaluation; prepare, publish, and monitor distribution of CAEP materials and related documents; provide resources and support to department chairs in ensuring that CAEP standards are aligned with and demonstrated in faculty instructional practice; provide resources and support to faculty in preparing CAEP Specialized Professional Association (SPA) program materials; oversee CAEP accreditation and state program approval processes, including monitoring student progress toward all professional standards and preparation of self-study materials; oversee data management systems for the collection and analyses of assessment and accreditation data; serve on related university and state committees and provide periodic updates to the EHS departments and Dean's Office as needed; act as primary liaison for EHS with Office of Institutional Research; facilitate a college-wide assessment committee to manage development and monitor quality of assessment systems and processes and lead reporting of assessment data to departments, the College, University, state and national stakeholders; guide and manage the development of EHS policies and procedures related to assessment and accreditation; serve as ex officio on EHS undergraduate and graduate curriculum committees to guide and monitor efforts toward consistent implementation of curriculum aligned with EHS goals related to assessment and accreditation; supervise graduate assistants assigned to support the director; other duties as assigned by the Office of the Dean

Applicants should submit cover letter, resume and list of three references to <https://miamioh.hiretouch.com/job-details?jobID=6335>. Direct inquiries to Sarah Woodruff at [sbwoodruff@miamioh.edu](mailto:sbwoodruff@miamioh.edu). Screening of applications will begin September 17, 2018 and continue until the position is filled. This is an 11-month position.