

Memorandum of Agreement Director of Academic Assessment

Eligibility:

Tenured faculty members at the level of Associate Professor or higher are eligible to serve as Director of Academic Assessment if they possess the following qualifications:

- The ability to plan, carry out, and assess the effectiveness of academic programs (majors, minors, and credit-based certificates) at the undergraduate and graduate levels.
- Familiarity with assessment literature and practices in higher education.
- Strong research design and analytical skills.
- Proficiency in the utilization of database, spreadsheet, word processing applications and other data analysis tools, especially SPSS, SAS or Excel.
- The ability to support academic program assessment work in all its phases from planning to interpretation of assessment findings and particularly in the use of assessment findings.
- Evidence of sustained contribution to the assessment of student learning at Stockton.
- Experience with program, School, and/or college accreditation processes.
- Excellence in communication and organizational skills.

Appointment and Term:

The Director will be appointed by the Provost upon recommendations of a Search Committee. The Search Committee shall consist of: the Director of the IFD, three faculty with a track record of interest in Assessment chosen by the Provost in consultation with the President of the Faculty Senate, and a designee chosen by the Provost. The Director will serve a 2-year term coinciding with the terms for IFD Director and Honors Director.

Compensation:

The Director shall receive 24 TCH of release time during the academic year. A 13-D faculty replacement will be hired in the Director's home program. In addition, the Director shall receive two summer course compensations (8 TCH) at the senior level each year.

Responsibilities:

1. Provide expertise for faculty in "academic assessment" to plan, implement, use and improve upon meaningful assessment activities in order to continue to improve student learning. Academic assessment shall be defined as: (1) credit-based majors, minors, general studies categories, graduate degree programs, certificate programs, service learning, internships and fieldwork; and (2) institution-wide Essential Learning Outcomes (ELOs) and co-curricular activities.
2. Assume responsibility for the analysis and interpretation of student learning assessment data and for communicating these findings to the faculty through, for example, organizing and editing the assessment newsletter titled *Evidence*.
3. Chair the college Assessment Committee.

4. Participate in the office of Institutional Research working group discussions on topics related to assessment of student learning outcomes across the college, e.g. NSSE.
5. Attend the portion of the "close the loop" meetings of academic programs at the conclusion of the 5-year self-study process that discusses assessment of student learning outcomes.
6. Work with the Institute of Faculty Development to help academic programs to advance the use of assessment results in instructional decision-making.
7. Submit by August 15, to the Provost, a draft annual report outlining the academic assessment activities, including uses by programs, schools and the college, as appropriate. The final report shall be submitted to the faculty during the fall semester.

TERM OF AGREEMENT

This Agreement shall remain in full force and effect from this date until August 31, 2017 unless modified by changes in the Master Agreement. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to August 31, 2017, or 30 days prior to August 31 of any succeeding year for which this Agreement is automatically renewed.

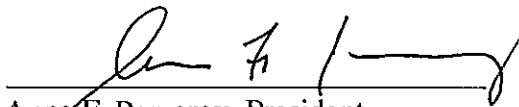
IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 12th day of December, 2014.

For: The Richard Stockton College
of New Jersey



Herman J. Saatkamp, Jr., President

For: The Stockton Federation of Teachers



Anne F. Pomeroy, President