

**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 units in the college.
- Familiarity with assessment literature and practices in higher education.
- Strong research design and analytical skills.
- A high degree of proficiency in the utilization of database, spreadsheet, word processing applications and other data analysis tools, especially SPSS, SAS or Excel.
- The ability to support 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 accreditation processes (MSCHE, AACSB, NCATE, etc.).
- Excellence in both formal and informal communication, good management skills, and strong technological abilities.

**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 initial Director will serve a 2 1/2 year term, from January 1, 2013 to August 31, 2015. After that, the term will be settled as part of the next MOA on Coordinators, Directors and other Designated Faculty.

**Compensation:**

The Director shall receive a full release from teaching duties and a 13-O faculty member shall be hired to replace the temporary vacancy in the Director's Program. In addition, the Director shall receive two summer course compensations (8 TCH) at the senior level each year.

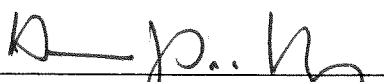
**Responsibilities:**

- (1) Provide expertise for faculty, staff, deans, academic programs, minor coordinators, *General Studies* groups, and other academic units such as certificate programs, to plan, implement, and use meaningful assessment activities in order to continue to improve student learning.

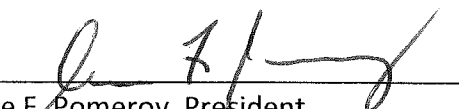
- (2) Help academic groups to refine outcomes at the program and school levels, to develop and select appropriate assessment measures and to interpret and respond to assessment findings.
- (3) Work with all *Essential Learning Outcomes* (ELO) groups to craft the most appropriate means of assessing the ELOs.
- (4) Assume responsibility for the analysis and interpretation of student learning assessment data, for communicating these findings to the faculty, and for suggesting responses to findings.
- (5) Work with the office of Institutional Research to collect and maintain reliable academic information for internal and external communications.
- (6) Work with the Institute of Faculty Development to help faculty and programs to advance the use of assessment results in instructional decision-making.
- (7) Work with Deans to use assessment results for improvement of student learning outcomes on the School level, where appropriate.
- (8) 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.
- (9) Summer: It is assumed that most of the data analysis, interpretation and writing will occur over the summer. This will also be the time for working with Deans on assessment issues.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 3<sup>rd</sup> day of October, 2012.

For Richard Stockton College

  
Herman J. Saatkamp, President

For the Stockton Federation of Teachers

  
Anne F. Pomeroy, President