

Dean for Curriculum, Instruction, Assessment &
Professional Development
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=247960>

Downloaded On: Dec. 21, 2024 10:57pm

Posted Oct. 31, 2024, set to expire Feb. 27, 2025

Job Title	Dean for Curriculum, Instruction, Assessment & Professional Development
Department	Academic Affairs
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Oct. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Undergraduate Education
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Job Description

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Dean for Curriculum, Instruction, Assessment & Professional Development

Category: Other

Department: Academic Affairs

Locations: Worcester, MA

Posted:

Closes:

Type:

Position ID: 181566

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General Statement

The Dean provides organizational leadership and guidance for deans, chairs/coordinators, and faculty in the development of curricula and programs of study (credit and non-credit), leads academic assessment efforts, and fosters student success by supporting the development and refinement of innovative academic programs and strategies to drive retention and completion, and improve student outcomes.

The Dean will guide innovative academic program design including noncredit to credit pathways and support academic program review to enhance student learning outcomes. The Dean promotes programmatic effectiveness by leading academic assessment planning and the utilization of assessment results to inform curricular decision making and ensure measurable student learning gains. The Dean will provide strategic leadership and expertise in assessment and curricular policies, innovative instructional practices, faculty development, and related activities.

The Dean will work collaboratively with the Vice President of Academic Affairs and the Associate Vice President of Academic Affairs and assist with tasks associated with the central Academic Affairs office. As an important member of Academic Affairs Leadership Team, the Dean will play a critical role in advancing QCC's overall strategic goals and carry out other duties, and responsibilities as assigned.

Supervision Received

The Dean reports primarily to the Associate Vice President for Academic Affairs with a secondary reporting line to the Vice President for Academic Affairs for specific projects as defined.

Supervision Exercised

The Dean supervises the Executive Director of Distance/Online Learning and Center for Academic Excellence, the Program Administrator, STEM Initiatives, and other staff members as assigned.

Duties and Responsibilities

Academic Assessment and Data Analysis

- Collaborate with faculty and administrators to develop and integrate a comprehensive system for assessing student learning at the course and program levels.
- Embed a culture of assessment and continuous improvement into all aspects of Academic Affairs operations including non-academic or service areas.

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- Provide leadership for assessment activities across Academic Affairs to promote a data-informed approach to decision-making for curriculum, and service design or redesign.
- Develop and disseminate assessment reports and feedback to appropriate administrative units and academic programs.
- Employ collaborative leadership in the design and implementation of course or program-level assessment projects with faculty, using a variety of methodologies (i.e., surveys, focus groups, interviews, observations, statistical analysis), the collection and analysis of quantitative and qualitative data, and the creation of reports that include analysis, results, and recommendations.
- Facilitate the collection, analysis, monitoring, and reporting of assessment data, planning, implementation to ensure continuous improvement.
- Manage an electronic database to document assessment processes and continuous improvement efforts and planning.
- Collaborate on assessment research, grant initiatives, publications and projects across the institution to build evaluation capacity.
- Maintain the internal and external web sites for academic assessment.
- Serve as academic liaison to Institutional Research and Planning (IRaP) for non-academic program review and comprehensive institutional effectiveness planning and evaluation.

Academic Program Review and Accreditation Support

- Coordinate and support the academic program review, ensuring quality and timely submission of reviews to School Deans, and monitor progress towards achieving stated action plans.
- Work with IRaP to compile data to support Academic Program Review and accreditation.
- Provide support to departments engaged in the Academic Program Review process.
- Ensure that accreditation requirements and compliance with assessment standards are incorporated into the College's planning and evaluation processes.

Curriculum Development and Innovation

- Provide strategic leadership and expertise in assessment and curricular policies, practices, training workshops, and activities including STEM initiatives.
- Oversee and provide strategic leadership for the Center for Academic Excellence and the Office of On-line/Distance Learning
- Collaborate with colleagues in Academic Affairs to enhance teaching and learning initiatives.

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- Support curriculum development and review, and new program development in concert with faculty, Deans and appropriate shared governance council(s).
- Review and revise academic policies and procedures affecting courses, curricula, retention, and completion in concert with faculty, Deans and appropriate shared governance council(s).
- Provide leadership and support for curricular innovations such as apprenticeship degrees, compressed/7-week terms, and competency-based programming, particularly with behaviorally anchored, performance-based assessments.
- In collaboration with the school Deans and the Center for Academic Excellence, support faculty in developing and implementing high-impact educational practices to enhance student engagement and success.
- Provide collaborative consultation for non-credit program development and clock-hour program accreditation.
- Serve as an internal liaison for program initiatives requiring system administration and/or state level approval or registration.
- Collaborate with the Academic Affairs Leadership Team, Deans, faculty, and coordinators on college-wide guided pathways implementation.
- Oversee the preparation of the college catalog and all academic publications, the maintenance of academic degree program information on the college website, and general education course submissions in accordance with DHE guidelines.
- Develop and disseminate regular student performance data reports and/or other labor market or occupational reports using LightCast and other available tools.
- Serve as a backup to facilitate tasks and projects in the VPAA's office.
- Actively support the teaching and learning process, practice honesty and integrity in and out of the classroom and strive to create a student-centered environment while fostering academic innovation and excellence.
- Collaborate with other college areas to ensure a spirit of college-wide cooperation, collegiality, civility, and teamwork. Respect the function of dissent in an academic institution while promoting a collegial atmosphere of campus collaboration.
- Embrace the ideals of diversity and inclusiveness, supporting the equal rights of all people, and advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, heritage, or sexual orientation.
- Provide flexible, responsive, and high-quality service to all students, community members, and staff, continuously assessing and improving processes and procedures.
- Perform other duties as assigned.

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Job Requirements:

Minimum Qualifications

- Master's degree in relevant field of study.
- Minimum three (3) years' experience with course and/or program level assessment, academic program review, and/or curriculum development and innovation.
- Knowledge of current assessment principles, practices, and tools in higher education.
- Knowledge of the design and sequencing of curricular pathways and experience with building seamless non-credit / credit pathways.
- Demonstrated experience facilitating high-quality curriculum development and/or teaching & learning innovations.
- Evidence of effective leadership ability in working in collaboration with faculty and professional staff members and Deans to achieve assessment and curricular objectives.
- Proven ability to plan and conduct effective meetings.
- Knowledge of, respect for, and the professional skills to engage with those of other cultures or backgrounds.
- Experience editing and proofreading, with the ability to produce high-quality materials while adhering to multiple deadlines.
- Excellent organizational skills and ability to prioritize work and handle multiple tasks and deadlines.
- Ability to adapt to competing and shifting priorities with high levels of efficiency and accuracy.

Preferred Qualifications

- Doctorate or terminal degree in relevant field of study preferred.
- Strong interpersonal communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Fluency in more than one language.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age,



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veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=181566>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Academic Affairs
Quinsigamond Community College

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