Assistant Provost of Academic Assessment

Position Available: Immediately
Post Date: 11/15/13
End Date: Open until filled
For best consideration apply by November 22, 2013

Maryland University of Integrative Health (formerly Tai Sophia Institute) is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated and informed leaders in health and wellness through transformative and relationship-centered programs that draw from contemporary science and traditional wisdom. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. MUIH's on-site Natural Care Center offers compassionate and affordable healthcare from student interns and professional practitioners.

Maryland University of Integrative Health is conducting a search for a highly skilled individual to support its growth. The position of Assistant Provost of Academic Assessment is a newly established position to manage the academic assessment process for both on-ground and online academic programs. The Assistant Provost of Academic Assessment will be instrumental in refining the University's assessment model, as well as integrating that model into the overall institutional assessment strategy. The Assistant Provost of Academic Assessment will also be responsible for supporting continuous academic program assessment and improvement of student learning through consultation, including with Academic Directors, faculty, and the Director of Online Learning. While this position reports to the Provost, the incumbent will work closely with both academic and administrative units to ensure the implementation of the academic assessment strategy into the overall institutional assessment strategy.

Responsibilities/Duties
Responsibilities/duties include, but are not limited to:

• Providing leadership in implementing all aspects of Maryland University of Integrative Health's academic assessment strategy
• Monitoring and supporting academic departments with continuing development and implementation of academic assessment initiatives that systematically improve student learning outcomes and academic program quality by identifying appropriate indicators and evaluation measures for assessing student learning and advising academic departments on the collection, analysis, reporting, and use of assessment information
• Advising academic departments on the technical aspects of assessment (e.g., data collection and analysis, survey development and interpretation, developing focus groups, etc.)
• Extracting, collecting, analyzing, and reporting on information related to academic programs and their performance
• Managing databases for assessment data
• Providing training for faculty and staff, as necessary, to support the implementation of assessment initiatives
• Coordinating academic assessment with other institutional research efforts
• Supporting the University in all academic assessment-related aspects of accreditation
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- Continuously evaluating the effectiveness of assessment activities and making recommendations for improvement through consultation with Academic Directors and faculty
- Serving as the University-wide resource for academic assessment
- Engaging and leading the Learning Outcomes Assessment Team (LOAT)
- Collaborating with the Director of Online Learning to ensure smooth implementation of the University's assessment strategy for online learning
- Keeping updated on best practices, new and developing trends, and available resources regarding academic assessment and communicating/distributing these resources to faculty
- Representing the University, as directed by the Provost, at internal and external events related to academic assessment, including conferences and faculty meetings
- Supervising the Assessment Coordinator
- Managing the current course assessment process (IDEA)
- Working with the Associate Vice President for the Natural Care Center, jointly creating assessment approaches for clinic supervisors, patient feedback, and course feedback
- Comparing attainment of learning outcomes and satisfaction of program outcomes by students between online and face-to-face courses
- Managing the budget pertaining to academic assessment
- Performing other duties as assigned

Qualifications
- Master's degree, preferably in an area related to assessment or in a content area taught at the University. (A master's degree in another field may be accepted with additional, relevant experience)
- Three or more years' experience in academic leadership in higher education, program management, and familiarity with assessments and evaluation of educational curricula, instruction, and student learning
- Knowledge of a wide array of assessment techniques used in academic programming in higher education
- Ability to create and sustain a culture of assessment, with a willingness to encourage new approaches to assessment
- Experience with accrediting agency regulations and requirements related to academic assessment in both programmatic and institutional accreditation and program review processes
- Experience working with campus-wide data systems, data analysis software, and survey administration
- Ability to apply a values-driven approach when determining methods for data collection and statistical techniques
- Ability to work collaboratively and creatively with Academic Directors and University administrators in a deadline-driven environment
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- Ability to manage multiple projects at different stages, while meeting deadlines and quality standards
- Advanced writing and editing skills
- Excellent oral communication and interpersonal skills
- Advanced critical thinking, analysis, and synthesis skills
- Advanced skills in planning, organizing, attention to detail, and self-management
- Strong Microsoft Office and Internet skills

To apply
Interested individuals should forward a letter of interest, a CV/resume, and a minimum of three references to our Office of Human Enrichment at jobs@muhi.edu, referencing “1360 – Assistant Provost of Academic Assessment” in the subject line of the email.

Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. Maryland University of Integrative Health is committed to acting, communicating, and educating in ways that recognize and honor the full range of human diversity. MUIH is proud to be an Equal Opportunity Employer.