



## Assistant Dean of Assessment and Accreditation

### Summary of Position

Works collaboratively with senior administrators and faculty to coordinate institutional assessment, lead educational assessment, and oversee accreditation. Supervised by the Dean of the School of Theology and reporting to him and the Dean of the Ecumenical Institute, the Assistant Dean of Assessment and Accreditation (ADAA) is a member of both faculties, and works a twelve month administrative contract.

### Responsibilities

#### *Accreditation*

- Serves as the Accreditation Liaison Officer for St. Mary's with its accreditors (MSCHE and ATS) and with state and federal regulators (MHEC and USDOE).
- Serves as point of contact to receive, interpret, and disseminate relevant communications, notifications, and policy changes from accreditors and regulators, and to make inquiries or responses to them as needed.
- Represents St. Mary's at meetings and conferences of the various assessment agencies and participates in training programs on assessment and accreditation issues.
- Ensures that relevant St. Mary's personnel are fully briefed regarding applicable governmental regulations, and the requirements and standards of accreditation.
- Oversees institutional compliance with all applicable governmental and accreditor regulations, policies and procedures, including required public disclosures.
- Coordinates submission of all reports related to accreditation (including annual reports, reaccreditation follow-up reports, substantive change notifications, and reaccreditation self-study reports).
- Maintains primary institutional records of all official correspondence, communication, and reporting between St. Mary's and MSCHE, ATS, USDOE, MHEC (or other applicable body).
- Leads, in collaboration with the Administrative Team, the self-study process for reaccreditation, and institutional preparation for reaccreditation visits and focused visits.

#### *Program Assessment (Education and Formation)*

- In collaboration with the Deans, develops, implements, regularly evaluates, and continuously improves the Educational Assessment and Improvement Plan (EAIP) of St. Mary's Seminary and University (in both academic divisions).
- In collaboration with the Deans, oversees the operation of all aspects of the EAIP; including scheduling assessment activities, assigning responsibilities, equipping faculty for participation, and leading faculty assessment deliberations. Is a member of both the SOT and EI faculties.
- Works collegially with the directors of human, spiritual, and pastoral formation to develop, implement, and regularly evaluate processes for assessing these pillars of formation.

- Analyzes and interprets assessment data and performance measures, creates reports for use in assessment deliberations, and summaries for use by senior administrators, committees and boards. Oversees public reporting of Educational Effectiveness and other required data.
- Resources both faculties on continuously improving their effective use of learning outcomes and educational assessments.

#### *Institutional Assessment*

- Ensures that the mission statement is regularly reviewed, encourages institutional mission awareness, and communicates relevant assessment data for mission-aligned planning.
- As needed, assists other units in developing aligned mission statements, in the development of mission-aligned outcomes, means of assessment, and evidence-based planning.
- Assists in identifying, gathering, and analyzing data on key metrics of the Strategic Plan, and works with senior administrators to interpret and report those findings.
- Coordinates the implementation, evaluation, and continuous improvement of the Institutional Effectiveness Assessment Plan; works collegially with administrators to collect, analyze, and interpret IEAP data; leads IEAP reporting internally (to faculty, staff, committees and boards) and externally (to accreditors, regulators, and the public).
- Designs and oversees the system to gather, store, access, and produce assessment data and documentation, and coordinates the system's operation with relevant colleagues (administrators, faculty members, and assistants).
- Verifies annually institutional compliance with accreditation standards of institutional ethics and integrity.
- Consults on all surveys conducted by St. Mary's, and on all new institutional research initiatives.

#### Required Qualifications

- Graduate degree in a relevant field
- Demonstrated expertise in research and assessment in higher education
- Demonstrated experience with regional and specialized accreditation standards, policies, and compliance (MSCHE and ATS preferred)
- Demonstrated excellence in oral and written communication, including ability to analyze quantitative and qualitative data, and to prepare and present effective reports and summaries
- Strong technical proficiency in Microsoft Office
- Strong project management skills, including ability to recruit, equip, and motivate faculty participants, and to organize effective group processes
- Proven record of collegiality and collaboration, and capacity to maintain confidentiality

#### Preferred Qualifications

- A graduate degree in theology or ministry
- Experience working in a Catholic seminary

## Applying

St. Mary's is in the Roland Park neighborhood of Baltimore. The position includes generous benefit and compensation package commensurate with experience. Successful candidates will be subject to a pre-employment background check. St. Mary's Seminary & University is an equal opportunity employer. Application Procedures: Please submit electronically a:

1. Cover letter including salary requirements,
2. Résumé
3. List of three (3) work-related references, including their contact information (title, email and/or phone number).

Submit to [jobs@stmarys.edu](mailto:jobs@stmarys.edu) with position title in subject line.

**This position is exempt from overtime pay when weekly hours worked exceed 40. Must be able to work evenings or Saturdays when needed.**

**Position is open until filled.**