Position Description
Program Assessment Coordinator

The purpose of the position is to provide support for the program and its subunits to develop and implement outcomes assessment plans. While the primary emphasis is on the direct assessment of student learning outcomes, it is expected that program outcomes will be assessed as well. The coordinator also will be responsible for demonstrating that assessment results are being used for program improvement, especially with respect to student learning.

The Program Assessment Coordinator’s central purpose is to assure implementation of assessment plans that are both feasible and useful and that concentrate on the program’s most important learning outcomes. The primary purpose is to collect and analyze data that will be useful for program management. The coordinator’s assessment work can and should support program reaccreditation (if applicable) and Program Review processes.

Assessment activity should be iterative and ongoing, not episodic. Programs should periodically review the plan and make changes when necessary, based on experiences and the program’s priorities. Program needs for assessment may change, and the results of assessments may illuminate areas in need of assessment. Over time, it is expected that assessment plans will evolve and not remain static as programs gain experience in assessment. When plans change, please keep IAS informed so that records are up-to-date.

**Reporting:** The implementation of assessment plans will be reviewed during the cyclical Program Review process and as needed for reporting to SACS. **Reports** are to include information on implementation of the plan, findings, conclusions, and resulting program improvements, if warranted. Programs are advised to 1) initiate assessments well before Program Reviews and 2) document assessment activities and results. Doing so will facilitate reporting.

The Office of Institutional Assessment and Studies (IAS) serves as a resource, providing timely and specific feedback about assessment plans and implementation. A starting point is IAS’ **Assessment Guide: Seven Steps To Developing and Implementing a Student Learning Outcomes Assessment Plan.** See also the [IAS website](http://ias.virginia.edu) or contact Lois Myers ([lm2r@virginia.edu](mailto:lm2r@virginia.edu); phone 924-3427).