Position Description
School Assessment Coordinator

The purpose of the position is to provide support for the school and its departments and programs as they 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 overall goal of the Coordinator is to assist programs in developing and implementing assessment plans that are both feasible and useful and that concentrate on the programs’ most important learning outcomes. The Coordinator will help each degree-granting program 1) review and refine the mission, goals, and most important objectives/outcomes (including student learning outcomes); 2) develop and implement a plan to assess how well the program objectives/outcomes are being met; and 3) demonstrate that assessment results are being used for program improvement, especially with respect to student learning. While indirect assessments (e.g., surveys, interviews) are encouraged to supplement direct assessment methods, they are not sufficient indicators of student learning. As accrediting agencies increasingly adopt student learning outcomes assessment requirements, the School Assessment Coordinator’s work can and should support the school re-accreditation process.

The Coordinator will report to the Dean and will work in conjunction with the Office of Institutional Assessment and Studies (IAS), the office with primary responsibility for coordinating academic assessment at the University.

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.

IAS will act as a resource for the School Assessment Coordinator, who will in turn act as an assessment resource for program faculty. The School Assessment Coordinator will work together to facilitate implementation of assessment plans, updating of assessment plans as necessary, and timely reporting of assessment results as needed. While implementation of the plans will be the responsibility of the individual programs, the Coordinator and IAS will provide guidance and assistance. For additional information, see the IAS website or contact Lois Myers (lm2r@virginia.edu; phone 924-3427).