

Executive Director, Office of Institutional Effectiveness and Human Resources

Reports to: University President

Duties & Responsibilities

University Planning

- Facilitate and manage strategic planning process
- Direct self-study process for degree programs without national accrediting agencies
- Provide information (data) to units with national accrediting agencies

University Assessment

- Facilitate administration of national surveys to assess student satisfaction and student engagement
- Administer locally-developed surveys to assess student advising, graduating student experiences, and student evaluations of courses & instructors
- Administer locally-developed survey to evaluate administration
- Assist departments/colleges in the administration of locally-developed surveys for employers and/or alumni
- Produce and share reports for surveys
- Member of the University Assessment Committee

University's EEO Officer/Coordinator

- Develop State Civil Service the University's Affirmative Action Plan and provide annual report
- Provide/coordinate education and training for issues related to discrimination, retaliation, and harassment
- University contact for Equal Employment Opportunity Commission (EEOC)

Title IX Coordinator for Employees

- Provide/coordinate education and training for issues related to discrimination and harassment, including sexual misconduct
- University contact for US Department of Education Office for Civil Rights (US DOE OCR)
- Collaborate with Dean of Students (Title IX Coordinator for Students)
- Collaborate with University Police regarding information gathering in investigatory processes

SACSCOC Accreditation Liaison

- Oversee accreditation processes
- Provide training for University's accountability management system (AMS), TaskStream
- Maintain Academic Enhancement account

Human Resources (HR)

- Assist with classified and unclassified search and hiring processes
- Review policies for revision and implementation
- Responsible for review of salary structure, promotion, progressive discipline, and termination of unclassified staff
- Supervise five employees and HR budget

Institutional Research (IR)

- Assist with meeting state and federal reporting deadlines
- Assist with development of unit to address research and job market initiatives
- Supervise five employees and HR budget

Instructor

- Educational Psychology, College of Education & Human Development
- Committee member for selection of endowed scholarship recipients in the College of Education