

CALIFORNIA STATE UNIVERSITY, STANISLAUS
ASSESSMENT FACILITATOR POSITION DESCRIPTION

Assessment Facilitators are responsible for leading faculty in their college through actions and activities that facilitate program advancement in educational effectiveness as described in *Academic Program Review Procedures* and *Advancing Educational Effectiveness through Reorganization*.

Leadership and Coordination

The Assessment Facilitator:

1. Works to promote college and university-level educational initiatives in assessment and continuous improvement of direct assessment activities as described in the *5 year Advancing Educational Effectiveness Plan*.
2. Attends workshops, seminars, and other informative activities, which focus on topics such as student learning outcomes and direct assessment.
3. Acts as a resource for his/her college and faculty for the development and implementation of:
 - a. Syllabi to include student learning outcomes that support both program-level and institution level assessment;
 - b. Criteria for assessment that can be used for analysis of effectiveness;
 - c. Direct assessments for the student learning outcomes; including the development of rubrics with possible use of TaskStream software;
 - d. Faculty profiles using the Faculty Credential tool in TaskStream;
 - e. Annual Assessment Updates; and
 - f. Academic Program Review Implementation Plans.
4. Meets and shares information, as well as questions and concerns with:
 - a. Relevant faculty governance committees, including the Assessment of Student Learning Subcommittee, General Education subcommittee, University Educational Policies Committee, and Graduate Council, and college or unit committees; and
 - b. The Dean, Director of the Faculty Center for Excellence in Teaching and Learning, Associate Vice President for Academic Affairs and Assessment Analyst to facilitate educational effectiveness.

Qualifications

1. Full-time tenured or tenure track faculty member
2. Evidence of leadership and administrative abilities
3. Ability to work cooperatively to achieve position responsibilities
4. Working knowledge of assessment implementation and procedures, and the ability to disseminate that knowledge to others in the university
5. Outstanding oral and written communication skills

Compensation Terms

1. Two meetings prior to end of Fall 2011 semester with January 2012 assignments: \$1,000 total.
2. Meetings as required, Spring 2012 semester: \$2,000 total.

Selection Process

1. Position announcement distributed to College Deans.
2. Deans, in consultation with chairs, determine selection of Assessment Facilitators.
3. Names of Assessment Facilitators forwarded to Associate Vice President for Academic Affairs for review and approval.