Director of Accreditation and Assessment

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Type: Full-Time
Posted: 16 days ago
Application Due: 02/08/2026
Category: Assessment, Accreditation, and Compliance



Job Title: Director of Accreditation and Assessment

Reporting Relationship: Dean of the School of Integrated Learning and Development

Unit: National & Global

Department: Dean SoEL Administration-NGBL

Campus Location: NGM Building, Marion (This is a hybrid position with 3-4 days onsite / 1-2 days remote.)

Summary of Position: The Director of Accreditation & Assessment is a leadership role within the School of Integrated Learning & Development (SILD), providing strategic oversight of accreditation, assessment for the School and the Educator Preparation Provider (EPP). This role ensures compliance with national accreditation standards, state regulations, & specialized professional association requirements.

Working collaboratively with faculty & leadership, the Director designs and manages assessment protocols and quality assurance systems that demonstrate candidate impact, supports data-driven decision-making, and strengthen program effectiveness. The Director oversees the technical collection, management, analysis, and visualization of programmatic

data, utilizing institutional data systems and analytic tools. This includes translating complex data sets into clear dashboards, summaries, and reports that inform faculty action. The Director supervises institutional reporting to accrediting bodies and government agencies and guides faculty through accreditation-related tasks such as program reviews, action plans, timelines, and evidence development. The role also supervises the School Effectiveness Analyst and student workers, and serves on the Education Coordinating Council to support cohesive EPP initiatives.

In alignment with SILD's commitment to innovation, agility, and purpose-driven education, the Director intentionally leverages artificial intelligence (AI) to enhance assessment and accreditation work. Including using AI tools to analyze large data sets, identify trends, draft preliminary reports, and create internal workflow supports (e.g., bots or assistants) that increase efficiency while maintaining human oversight, ethical use, and academic integrity.

This multifaceted leadership role requires expertise in accreditation and assessment, strong relational and communication skills, and the ability to lead systems-level improvement in a complex higher-education environment.

Duties and Responsibilities

- Accreditation & Quality Assurance
    - Provide guidance on national accreditation standards (e.g., CAEP), state regulations, university assessment protocols, and SPA expectations for the EPP
    - Co-Design, implement, and continually improve assessment protocols and the EPP's quality-assurance system to ensure sustained accreditation and usable data
    - Lead/author compliance narratives and readiness artifacts; maintain calendars, evidence trails, and review-day logistics
    - Co-lead annual Program Reviews and Action Plans with department chairs; coordinate timelines, deliverables, and change documentation
    - Guide faculty and academic leaders through standards-aligned tasks (e.g., accreditation reports, SPA timelines, action plans, curriculum revisions, data studies)
- Evidence & Data Systems
    - Administer EPP data platforms and pipelines (e.g., Watermark, Smartsheet, Power BI) in collaboration with IR/IT; ensure data integrity, security, and access
    - Complete mandated reporting (e.g., Title II, 1388, MRS, surveys) with accurate methodologies and on-time submissions
    - Develop dashboards, visualizations, and concise briefings that convert evidence into actionable insights for faculty, leadership, and partners

- Key Assessments & Program Impact
    - Oversee Key Assessments across initial and advanced programs (administration, calibration, data quality, alignment to CAEP/InTASC/ISTE)
    - Provide data to faculty and assist with analysis of assessment results to demonstrate candidate growth and program impact; translate findings to targeted program improvements
    - Coordinate with the Office of Clinical Experiences to align evaluation instruments and evidence flows connected to field experiences and student teaching
- AI, Automation & Digital Fluency
    - Use AI responsibly to accelerate evidence synthesis and data analysis (e.g., summarizing accreditation evidence by standard; generating initial visual summaries for faculty review) with human verification and privacy safeguards
    - Design and maintain internal, permissioned AI assistants/bots (e.g., FAQ, rubric-check helpers, report-draft assistants) that streamline repetitive EPP workflows
- Collaboration, Supervision & Service
    - Supervise the School Effectiveness Analyst and student workers; delegate projects and coach for quality
    - Serve on the Education Coordinating Council to align assessment practices and improvement initiatives across the EPP
    - Build strong partnerships with department chairs, the Office of Clinical Experiences, Institutional Research/IT, Registrar, and Academic Affairs to ensure coherent evidence narratives for licensure, clinical experiences, and program integrity

Qualifications: According to Indiana Wesleyan University employment policy all employees must possess a strong Christian commitment and adhere to the standards outlined in the IWU Community Lifestyle Statement.

Education

- Master’s degree in an education-related field required, doctorate preferred
- Demonstrated success with CAEP/SPA/state reporting and program evaluation; ability to lead assessment systems in K-12 or higher education

Experience

- Experience in educator preparation (EPP) and online/adult learning environments, preferred
- Record of data visualization and automation at scale; familiarity with data governance and privacy practices, preferred

Required Skills

- Technical fluency with data/IT systems (e.g., Power BI, SQL/DAX/Power Query, Smartsheet, LMS)
- Evidence of AI-assisted analysis and/or bot development
- Excellent communication, collaboration, and project management skills; ability to translate complex standards into clear action
- Commitment to IWU's Christ-centered mission and to innovation, agility, belonging, and service in support of diverse adult learners

IWU Kingdom Diversity Statement

IWU, in covenant with God's reconciling work and in accordance with the Biblical principles of our historic Wesleyan tradition, commits to build a community that reflects Kingdom diversity. We will foster an intentional environment for living, teaching and learning, which exhibits honor, respect, and dignity. Acknowledging visible or invisible differences, our community authentically values each member's earthly and eternal worth. We refute ignorance and isolation and embrace deliberate and courageous engagement that exhibits Christ's commandment to love all humankind.

LIMITATIONS AND DISCLAIMER

As a religious educational institution operating under the auspices of The Wesleyan Church, Indiana Wesleyan University is permitted and reserves the right to prefer employees on the basis of religion (42 U.S.C., Sections 2000e-1 and 2000e-2).

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.
Indiana Wesleyan University is an Affirmative Action / Equal Opportunity Employer that does not discriminate on the basis of race, sex, color, national or ethnic origin, disability, age, veteran status, or any other status protected by law, in the administration of its educational policies, scholarship and loan programs, athletic and other administered programs, and all phases of employment, including hiring, promotion, demotion, treatment during employment, rates of pay or other compensation, and termination of employment. As an equal opportunity employer, Indiana Wesleyan University is committed to compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders except as claimed in a filed religious exemption. Indiana Wesleyan University affirms its position as a Christian University of the liberal arts and asserts its rights to employ persons who subscribe to the intent, mission, and doctrinal position stated in the university catalog. The President, the Administrative Officers, and all persons who have hiring authority will maintain and implement personnel policies and practices to assure

that affirmative action/equal opportunity is being actively implemented and that no employee or applicant for employment or promotion shall suffer any form of discrimination. Indiana Wesleyan University will take appropriate steps to provide reasonable accommodations upon request to qualified individuals with disabilities so long as doing so does not cause Indiana Wesleyan University an undue hardship.

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