Accreditation Coordinator Position – Job Description

This position ensures compliance with Western Association of Schools and Colleges accreditation (WASC)-Substantive Change. The substantive change process regulates consistency of quality across all institutional operations, on and off campus and through distance education. The need for quality control has grown as off-campus programs have crossed regional and international boundaries, technology-mediated learning has flourished, and institutions have identified opportunities to partner with other institutions to offer joint-degree programs. This position will require the incumbent to review, research, create, monitor, edit, and write content that justifies adherence to WASC accreditation standards specifically related to substantive-change policy for undergraduate and graduate degree programs. Incumbent must possess strong technical writing and analytical skills and previous substantive change experience.

Essential Duties:

Coordinate with the Provost, Academic Affairs, the Office of Institutional Planning and Analysis, the Center for Research on Teaching Excellence, the Schools, Institutes and other academic and administrative units to develop and maintain hard-copy and web-based information necessary for compliance with WASC policy for substantive change. Among several other matters of substantive change, this policy may also apply to existing undergraduate major courses and programs and graduate programs that substantially revise their curriculum. Given the recurring need to add new academic programs at UC Merced, this staff position will ensure that substantive change reports are completed in a timely manner for submission to WASC and with a high likelihood of endorsement. Related responsibilities will include analysis of evidence in electronic portfolios and accreditation self-studies.

Assist in the multi-year Institutional Review (campus accreditation) cycle. Assist campus-wide documentation development responsive to various accreditation stages (Institutional Proposal, Preparatory Review, Educational Effectiveness) as needed. Create, develop, coordinate, monitor, edit, and write content that justifies adherence to WASC substantive change policy and related accreditation standards.

Work directly with the academic Schools and faculty to create, edit, develop, and document content, processes, and procedures that support UC Merced's response to WASC's substantive change policy. Prepare technical and non-technical reports of substantive change procedures (e.g., fast-track options, changes in WASC-review processes, patterns of response at other UC campuses, etc.). Prepare charts and graphs from printouts for use in evaluation reports, research reports, and presentations. Provide technical interpretations and evaluations of reports.

Interpret statistical evidence, curricular reports, and other institutional documents to identify evidence of substantive change in all academic programs at UC Merced, at other UC campuses, and at other research universities that undergo WASC review for substantive change.

Will provide individual or group assistance to all faculty seeking guidance on matters of course preparation and delivery for WASC review.

Work collaboratively with the Center for Research on Teaching Excellence staff and other key personnel to assist in augmenting academic achievement of undergraduate and graduate students. Participates in development and delivery of support programs, workshops, and services that help to foster a culture that supports and values active learning.

Conduct library, intranet, and Internet searches in the process of preparing WASC substantive change proposals.

REQUIREMENTS: Advanced academic degree at MA level required; doctorate highly preferred. Demonstrated ability to interpret complex administrative policies and summarize key points in non-technical terms for different audiences. Demonstrated experience in substantive change reporting, analyzing data, generating reports, excellent writing skills, ability to work closely with university faculty, students and administrators.