



Director of Accreditation, CQI and Assessment California Northstate University | College of Medicine

Title: Director of Accreditation, CQI and Assessment
Classification: Administrative Staff, Full Time, 1.0 FTE Exempt
Supervisor: Assistant Dean of Assessment, CQI and Accreditation (Temporarily reporting to Associate Dean of Medical Education)
Salary: \$80,000-100,000 /Year
Location: Elk Grove, CA- onsite

Position Summary: Working with the Assistant Dean, Dean, faculty, administrators, and the accreditation team, the Director coordinates assessment activities, monitors accreditation requirements, analyzes assessment findings, maintains supporting documentation, and tracks improvement initiatives. The Director provides operational and technical support and recommends improvements to academic leadership, which retains responsibility for academic strategy, policy decisions, and approval of program changes.

Essential Functions

I. Assessment and Evaluation

1. Oversee and design assessment plans and strategies in collaboration with the Assistant Dean and relevant academic leadership to support COM's academic improvement.
2. Analyze assessment data from various sources and develop reports with recommendations for academic program improvement.
3. Plan for and assist in the direct and indirect assessment of student learning outcomes and develop measurement instruments to evaluate student performance.
4. Support departments in maintaining high standards in academics and teaching processes.
5. Coordinate the assessment of academic programs and support curriculum evaluation and related academic affairs activities under the direction of the Assistant Dean and appropriate academic leadership.
6. Collaborate with departments to collect assessment data and support institutional effectiveness reporting requirements.
7. Analyze assessment data using appropriate research methods and applicable software applications.
8. Develop survey instruments, analyze survey results, and provide technical guidance to faculty and staff regarding assessment and measurement development and implementation.
9. Coordinate program review activities and prepare reports on program evaluation practices, regulatory developments, accreditation requirements, program-specific standards, and other performance benchmarks.
10. Develop the College Annual Report for Accreditation, Assessment and Evaluation.
11. Assist academic units in using assessment outcomes to identify opportunities for improvement in COM's educational programs.



Accreditation and Compliance

12. Coordinate accreditation activities, including preparation for accreditation reviews, site visits, self-studies, and follow-up reporting, under the direction of the Assistant Dean.
13. Monitor applicable accreditation standards and regulatory requirements, including those established by the WASC Senior College and University Commission (WSCUC), California Bureau for Private Postsecondary Education (BPPE), and Liaison Committee on Medical Education (LCME), as applicable.
14. Maintain accreditation timelines, compliance tracking documents, evidence repositories, and supporting documentation to ensure timely completion of reporting requirements.
15. Coordinate the collection, organization, validation, and maintenance of documentation and evidence required for accreditation reviews, regulatory submissions, and institutional reporting.
16. Monitor changes in accreditation standards and regulatory requirements and communicate relevant updates to Assistant Dean and appropriate stakeholders.
17. Work with the Dean and accreditation team in all aspects of accreditation functions and activities, including collecting, organizing, analyzing, and presenting data to demonstrate compliance with applicable accreditation and regulatory standards, including but not limited to those established by the WASC Senior College and University Commission (WSCUC), California Bureau for Private Postsecondary Education (BPPE), and Liaison Committee on Medical Education (LCME).
18. Collate Student and faculty research activities, publications, grants, and other scholarly activities, as applicable, to demonstrate compliance with accreditation standards related to research and scholarly engagement.

III. Program Effectiveness and Continuous Improvement

19. Track program review recommendations, assessment findings, and accreditation feedback to support ongoing program effectiveness and continuous improvement.
20. Identify potential compliance gaps and areas for improvement, communicate findings to the Assistant Dean, and track assigned corrective actions.
21. Prepare reports summarizing assessment findings, accreditation status, compliance concerns, and program improvement efforts for review by the Assistant Dean and appropriate academic leadership.
22. Assist faculty and departments in documenting improvement efforts and evaluating outcomes based on assessment results and program review findings.
23. Collaborate with the Director of Assessment and Data Management to coordinate assessment reporting, data analysis, and supporting evidence for accreditation and program improvement activities.
24. As needed, conduct quantitative and qualitative academic research that supports COM's curricular fidelity.
25. Support the mission and vision of the College and University; foster an environment that promotes professionalism, creativity, diversity, and innovation in teaching; maintain the integrity of assigned academic programs; ensure regular and predictable attendance; and perform other duties as assigned by the Assistant Dean, Dean, or other appropriate University leadership.
26. Other duties assigned by the Dean and Assistant Dean.



REQUIREMENTS:

Education Master's Degree; PhD Preferred

Experience: Extensive experience in assessment and data analysis, preferably in medical Education or higher education. Experience in collecting, inputting, analyzing, utilizing, and communicating electronic data for individual growth, assessment, program evaluation and accreditation.

Qualities:

- Excellent communication skills and proven ability to work with competence, diligence, and effectiveness with individuals and collaborative teams, including internal and external stakeholders, including committee, agencies, schools, businesses, and the greater community
- Commitment to collegial and professional excellence
- Ability to receive and give constructive criticism, flexibility in understanding and perspectives of others
- Commitment to fostering a positive and inclusive work culture
- Demonstrated sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic environment.

Equal Opportunity Employer Statement

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements. Please email all documents to hr@cnsu.edu.