

Faculty Liaison for Evaluation and Assessment

Position Overview

The Faculty Liaison for Evaluation and Assessment is vital to the effective functioning of the College. The Liaison is responsible for compiling, interpreting, and utilizing academic data to drive strategic decision-making, enhancing the student experience and student outcomes, and supporting the department Chairs and faculty in generating, interpreting, and applying data to strengthen programs. The Faculty Liaison collaborates with Chairs, Deans, Associate Provosts, and Provost to champion the use of data and assessment in academics. This role involves working closely with faculty and department Chairs to establish a comprehensive baseline assessment of educational effectiveness aligned with the standards for accreditation set by the Middle States Commission on Higher Education (MSCHE).

Position Responsibilities

Guide the Vision for Assessment and Reporting in Academics

Help guide and support assessment and reporting practice across academic departments and programs. Be a faculty voice as changes are considered and implemented surrounding assessment and reporting.

Support Assessment and Reporting Practice

Become proficient in assessment and evaluation practice and bring best practices to Queens College. This can take many forms, including: proposing and leading workshops / faculty fellowships in coordination with CETLL; supporting Assessment Coordinators and campus members in Student Learning Outcomes and the Student Experience; consulting on matters of administrative assessment in academic and administrative units.

Serve as one of the convening members of the Assessment Council alongside the Associate Provost for Institutional Effectiveness. As such, develop agendas and run meetings.

Support events including the Assessment Showcase.

Liaise with Department Chairs and Program Directors

Support the Academic Program Review (APR) process, including professional development for departments and programs undergoing their Self-Study Process, and help with annual Reporting and Planning.

Collaborate with Chairs, Deans, and the Provost to interpret data and provide insights for strategic planning and decision-making.

Ensure / Support / Develop constructive communication between Chairs and College VPs

Lead in Middle States affairs

Understand the Middle States expectations and how they apply to departments and programs, especially in MSCHE Standards III, IV, and V. Support the collection and organization of required documentation.

Share the responsibility for addressing Middle States reporting requirements, including co-authoring the Self-Study Report and/or any intermediate reports.

Serve as co-Chair of the Executive Steering Committee for Middle States accreditation (as applicable)

Analyze faculty-related data

Develop the college's response to faculty-related data provided by State and CUNY assessments, such as the COACHE survey.

Support the General Education Council and their assessment needs.

Work with the Office of Institutional Effectiveness to create data dashboards at the department/program, division, and college level.

Support for this Position

The role is intended to be filled by a member of the full-time faculty at Queens College, appointed for a three-year term by the Provost starting in academic year 2026-2027.

The Liaison will be reassigned six teaching contact hours per semester. To support the professional development of the Liaison, the Provost's Office will fund one related workshop or conference per year.