

MICA Faculty Assessment Facilitator Position Description

April 2026

Total Number of Facilitators: 5-8 : 2+ Per school: Art, Design & Media, Liberal Arts, FYE

Stipend/Honorarium: \$2,000 per year (\$700 per semester fall & spring + \$600 summer)

Total Budget: \$16,000 Per Year

Note: This is not considered part of a faculty member's required service to the College.

About the Role

Assessment at MICA is a robust, faculty-led process grounded in collaboration. A renewed initiative under the Institutional Academic Assessment Committee, the role of Assessment Facilitator, is designed to enhance coordination and engagement in the assessment process.

Funded by the Provost's Office, programs/departments identify and delegate faculty representatives to participate in the assessment process, acting as liaisons for their specific department's needs and engaging in collegial work with program leads and faculty, potentially from other departments. The group is led by the Associate Provost, Accreditation, Assessment, and Academic Program Development.

Working with other Facilitators, appointed individuals are expected to create an inclusive and collegial environment where conversations around assessment can take place across the faculty, and promote college and program-level educational initiatives in assessment and continuous improvement of assessment activities. Assessment facilitators act as liaisons between programs or departments and the broader institutional assessment efforts. The Faculty Assessment Liaison will also participate in the department(s)' Academic Program Review process during the appointed year (per the College's schedule for academic program review to support assessment items included in the template). Each facilitator will work with potentially up to five program leads.

Ideally, Liaisons will be able to commit to the position for a minimum of two academic years (fall, spring, and summer terms) and be available in the event that another faculty member needs to transition into the role (for at least two terms)

Estimated Required Hours Per Year: Approximately 30 hours

Required Schedule of Responsibilities (Terms, expectations, and deliverables):

Fall

- Attend meeting with Associate Provost at the start of each semester (1 hour)
- Attend and possibly present at Fall Assessment Kick-Off with Team (1.5 hours)
- Review Assessment Report Templates with Curricular Lead in 1:1 meeting (1 hour +)

- o Assist in draft completion of Assessment Report Template basics
- o Review ILO, PLOs & CLOs Maps
- Work with the program faculty to plan to prepare content for the report and gather materials that will be submitted and review rubric creation (1-2 hours monthly)
 - o Helping with the development of or revisions to the assessment plan and engaging in activities to support the process, including, but not limited to:
 - advising on the methods of collecting Program Learning Outcomes and Core Competencies data and evidence (examples of student work) for each assessment activity and level
- Report back to Institutional Assessment Committee (30 minutes/.5 hour)

Spring

- Attend meeting with Associate Provost at the start of each semester (1 hour)
- Attend and possibly present at Spring Assessment Kick-Off with Team (1.5 hours)
- Review CLOs & Evidence Collection Plans with Curricular Lead in 1:1 meeting (1 hour +)
- Work with the program faculty to prepare content for the report and gather materials that will be submitted and review rubric creation (1-2 hours monthly)
 - o Review PLOs & CLOs Maps
 - o Review Rubrics for CLOs
 - o Supporting Curricular Lead in completing Assessment Report
 - Review Evidence
 - Review PLO evaluation
 - Review self-identified recommendations from program lead – provide feedback
- Report back to Institutional Assessment Committee (30 minutes)

Summer

- Work with Program Leads, review Annual Assessment Report for accuracy and completion
- Finalize Facilitator recommendations and submit Assessment Report to Dean
- Report to Institutional Assessment Committee about annual process
- Share updates with program lead

Primary Responsibilities:

1. **Collaborate with the Associate Provost for Accreditation, Assessment and Academic Program Development and Assessment Committee to promote institutional assessment**
 - o Attend two assessment meetings per year and provide brief reports at Institutional Assessment Committee meetings
 - o Communicate program/departmental assessment needs or significant updates to the Director of Associate Provost and Dean

- o Provide feedback to the Assessment Committee about the interaction and what assigned programs are doing, their progress, etc. This will require attending check-in meetings with the Assessment Committee.
2. **Participate in the department’s academic program review process by coordinating the institutional assessment processes within programs or departments during the appointed year (per the College’s schedule for academic program review), including, but not limited to:**
- o Remind faculty of assessment expectations through communication (e.g., program lead and general faculty meetings)
 - o Engage with departmental assessment or School curriculum committees to ensure consistent and regular assessment activities
 - Provide and support 1:1 assessment help to deans and program directors and faculty in the division in Fall: September, October, November, December and Spring: February, March, April, May.
 - o Support the programs with identification and collection of appropriate data and assessment instruments.
 - o proposing or collaborating on new and emerging methods, procedures, and technologies for high-quality assessment and the development and implementation of:
 - syllabi to include Course Learning Outcomes that support program level assessment and alignment
 - criteria for assessment or rubrics that can be used for analysis of educational effectiveness
 - assignments or pedagogy to support the course-level and program level assessment

OTHER Individual Roles & Responsibilities

Dean/Manager: Ensure the timely submission of program/departmental documents

- o Update Templates annually on program/department progress and findings
- o Submit program/department-generated Annual Assessment Reports and related documents to the Associate Provost

Associate Provost AAA: Review & Disseminate Assessment Findings Feedback

- o Work with administrators to determine which data should be shared
- o Share assessment results with program/departmental faculty and students (e.g., faculty meetings, posters, emails, etc.), adjusting for departmental preferences and comfort levels