Official Title: Faculty Associate – Assessment and Accreditation

Pay Schedule: AD-3

Non-Tenure Track

A. Summary: a faculty associate–assessment and accreditation (FA-AA) performs duties associated with the continuous review, improvement and accreditation of the Naval Postgraduate School’s educational programs.

B. Duties: Under the supervision of a senior faculty member, the faculty associate has one or more of the following functions as their primary duty:

1) Reviewing and assessing curricula and program design
   a) Reviews, organizes, and manages curricula and program evaluations to assist faculty in determining education effectiveness
   b) Conducts research of assessment techniques and incorporates knowledge into curricula or program design and evaluations
   c) Conducts primary and secondary research, analyzes and synthesizes research findings and prepares reports aimed at improving program effectiveness, utilization of resources, and management of academic programs
   d) Develops learning objectives and outcomes at the program level
   e) Develops materials that support courses, seminars, directed studies, and capstone activities

2) Designing or developing assessment and accreditation support systems
   a) Develops educational materials as assessment tools
   b) Develops implementations of education program management, educational assessment, or academic information technologies or systems
   c) Designs or develops information systems used in the analysis and reporting of academic programs and education program management (e.g., faculty evaluation system, accreditation support system)
   d) Designs or develops information/analysis of academic programs to support review and assessment (e.g., Institutional Research)
   e) Conducts statistical and analytical assessments of NPS’s faculty, academic operations and academic programs to inform NPS executive/managerial decision making processes

3) Performing other duties commonly understood to be faculty duties, as required.

C. Scope of duties: faculty associates work with senior faculty members who supervise and guide the overall faculty effort.

D. Qualifications:
   • An earned graduate degree in a discipline that supports the departmental needs;
   • Demonstrated knowledge and understanding of curriculum development and pedagogical theory and practices;
   • Understanding of academic assessment processes; and
   • Demonstrated knowledge of analytical and evaluative methods.