The College of Education of Madonna University (www.madonna.edu), in Michigan between Detroit and Ann Arbor, invites applications for a full-time position as an Assistant/Associate Professor and Director of Accreditation. The College includes nine full-time faculty who offer instruction in NCATE/CAEP - approved elementary and secondary teacher education programs, and advanced programs in Educational Leadership, Literacy Education, Special Education, Educational Technology, Early Childhood, Curriculum and Instruction, and Online Teaching and eLearning.

Required qualifications include:

1. An earned doctorate.
2. Successful teaching and administrative experience in K-12 schools, including a valid teaching certificate.
3. Teaching and administrative experiences in higher education preferred.
4. The ability to teach courses in at least one of the following areas: educational technology, literacy, special education, higher education, early childhood, secondary methods, research and statistics, educational psychology. Course teaching may be required both day and evening.
5. The ability to use technology for creating and maintaining ongoing data and databases.

Director of Accreditation responsibilities include:

1. The Director of Accreditation reports to the Dean of the College of Education.
2. Works with the Dean and Chair(s) in the College of Education to coordinate all aspects of national accreditation reporting and visits, including writing Program Reviews for Graduate Program Reviews, major and minor Program Reviews, Institutional Review and arranging state and national pre-visits and visits.
3. Works with Accreditation of Data Coordinator to organize and maintain data collection for all undergraduate and graduate education programs.
4. Works with Content Area Liaisons to collect, organize and analyze yearly data for content area "Content Program Reviews (CPRs)."
5. Works with Dean and Chair(s) to complete CAEP annual reports and additional state reports when necessary.
6. Works with Dean and Chair(s) to develop yearly Executive Summary reports, coordinate them with annual CAEP reports.
7. Works with Dean and other colleagues on external reports (i.e. Title 2).
8. Guides content faculty across the university to ensure that new and ongoing program proposals meet accreditation and state standards.
9. Attends state and national meetings, as determined by the Dean, to stay current with ongoing accreditation reports and requirements. Communicates information to faculty and staff.
10. Attends all pertinent meetings, including Teacher Education Committee meetings, COE meetings and Curriculum meetings and presents regular reports.
11. Additional responsibilities may be assigned by the Dean as necessary.

Salary is competitive and commensurate with qualifications and experience. Academic rank is dependent on qualifications. Review of applications will begin immediately and will continue until the position is filled. Submit letter of application, curriculum vitae, and three letters of reference to:

Dr. Anne Morris
e-mail: amorris@madonna.edu
Chair of Graduate Education, College of Education
Madonna University
36600 Schoolcraft Road
Livonia, Michigan 48150

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