

Madonna University
Job Description

Job Title: Associate Dean of Institutional Effectiveness
Department: Academic Administration
Reports To: Provost and Vice President for Academic Administration and Student Affairs
Prepared Date: May 2026

SUMMARY

The Associate Dean of Institutional Effectiveness provides strategic leadership and administrative oversight for activities related to institutional quality, student learning outcomes, and regional accreditation. This role is responsible for fostering a culture of continuous improvement through the systematic collection, analysis, and application of data. The Associate Dean ensures the University's ongoing compliance with the Higher Learning Commission (HLC) Criteria for Accreditation and federal regulatory requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs the regional accreditation process through the HLC, including the assurance system, federal compliance filings, initiatives, institutional updates, and changes to the institution's operations and academic offerings.
2. Serves as the Accreditation Liaison Officer (ALO), coordinating efforts to ensure institution meets the obligations of HLC membership. Disseminates information and answers questions about HLC policies and procedures for all audiences within the institution.
3. Maintains the institution's records of official documents and reports with HLC.
4. Designs, implements, and refines a comprehensive institutional assessment plan that encompasses academic programs and core curriculum (general education).
5. Facilitates the development, mapping, and monitoring of student success outcomes at the course, program, and institutional levels to ensure alignment with the University's mission, strategic plan, and other institutional priorities.
6. Oversees the multi-year cycle of comprehensive academic program reviews, providing evidence to support resource allocation and strategic planning.
7. Synthesizes complex datasets regarding retention, persistence, and graduation rates for internal and external stakeholders, ensuring alignment with IPEDS reporting in collaboration with the institutional research specialist.
8. In collaboration with provost and deans, promotes instructional quality and provides leadership in teaching and learning using assessment data to inform best practices.
9. Organizes professional development sessions for faculty and staff on evidence-based strategies, assessment best practices, rubric development, and intentional educational design to enhance instructional and co-curricular effectiveness.
10. Provides support for strategic planning to ensure that assessment findings inform institutional goals.
11. Monitors national trends in standards for program delivery and ensures institutional policies remain compliant with evolving Department of Education and HLC standards and practices.
12. Chairs the Accreditation Steering Committee and Faculty Professional Development Committee and represents Academic Affairs on various committees including Curriculum and Educational Policy and Assessment, Graduate School Committee, and the Online Faculty Advisory Board. Supports HLC criterion task forces and directs work as needed.
13. This individual will hold faculty rank and status, and serves on the Academic Council.
14. Other duties as assigned.

**MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND
RESPONSIBILITIES TO THIS JOB AT ANY TIME**

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Doctoral degree highly preferred plus five years of experience in higher education. Experience with assessment, institutional research, and accreditation. Demonstrated success and evidence of organizational, planning and communication skills. Exceptional scholarly writing skills and the ability to communicate technical data to diverse audiences. Proficiency in information gathering and monitoring, problem-analysis and problem-solving, taking initiative, maintaining confidentiality, and ensuring accuracy. Extremely efficient, resourceful, and adaptable. Must be flexible and able to function well in a fast-paced environment with little supervision. Must have excellent interpersonal skills and the ability to drive a variety of audiences and stakeholders to meet deadlines. Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite. Occasional evening and weekend work required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present complex information and respond to questions from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, use whole numbers, fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Supervisor Approval _____ Date _____
Initial

HR Approval _____ Date _____
Initial