



Director, Quality Enhancement Plan (QEP), Writing Through Revision JOB POSTING

POSITION:

Director, Quality Enhancement Plan (QEP), Writing Through Revision

REPORTS TO:

Dean of Undergraduate Education

CLASSIFICATION:

Salaried, full-time

JOB SUMMARY:

The Director of the QEP has responsibility for the implementation and management of the Quality Enhancement Plan as part of Spalding University's reaffirmation of its SACSCOC accreditation. The QEP Director reports directly to the Dean of Undergraduate Education.

JOB DUTIES:

- Provide general oversight of the Writing through Revision QEP implementation
- Ensure QEP implementation is sustained through continuous input and participation from students, faculty, staff, and administration
- Lead and coordinate QEP-related assessments at the academic department and broader university levels
- Ensures QEP remains in compliance with SACSCOC requirements
- Supervise QEP Coordinator and graduate assistants
- Work with Institutional Effectiveness to facilitate data collection and analysis
- Provide regular reports (quantitative and qualitative), feedback and recommendations to university community, and academic departments
- Manage the QEP budget
- Plan, initiate, and execute the delivery of professional development for academic departments
- Prepare and present annual QEP status reports for the QEP Steering Committee, university leadership, and other relevant constituencies, including the Faculty Senate (or its designated committee)
- Develop and execute QEP marketing and faculty outreach in partnership with university offices (e.g., Marketing, Faculty Senate committees)
- Prepare the SACSCOC Accreditation Fifth-Year Interim Report



Director, Quality Enhancement Plan (QEP), Writing Through Revision JOB POSTING

- Serve as a liaison between faculty, staff and all QEP activities
- Chair the QEP Steering Committee

MINIMUM QUALIFICATIONS:

- Master's degree in Rhetoric and Composition, English, Education or related field
- Experience teaching at the college/university level
- Experience coordinating or managing projects or institutional endeavors
- Strong written and oral communication
- Minimum of three years' supervisory experience

PREFERRED SKILLS AND EXPERIENCE:

- Knowledge of SACSCOC requirements
- QEP experience
- Demonstrated evidence of using qualitative and quantitative evaluation methods
- Demonstrated ability to of working collaboratively toward a common goal
- Possess strong team building skills and demonstrate ability to motivate and empower direct and indirect reports to achieve goals
- Demonstrated success focusing faculty and staff toward student learning
- Experience fostering and sustaining campus-wide partnerships to achieve goals

CONTACT:

To apply, please electronically submit your resume along with a letter of interest to:

Yolanda Peterson

Human Resources Coordinator

ypeterson@spalding.edu

ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.



**Director, Quality Enhancement Plan (QEP),
Writing Through Revision
JOB POSTING**

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.