**TWU OFFICE OF ACADEMIC ASSESSMENT**

**Professional Leadership Development Opportunity**

**Spring 2018 Academic Assessment Faculty Fellows Program**

During the Spring 2018 semester, two faculty members will be provided the opportunity to serve as *Academic Assessment Faculty Fellows* (AAFF), in the TWU Office of Academic Assessment. This opportunity will target faculty members who demonstrate a genuine interest and prior experience in academic assessment, and a desire to serve in a leadership role within the Office of Academic Assessment. The goals of the *Academic Assessment Faculty Fellows Program* can be found at <https://www.twu.edu/academic-assessment/faculty-fellows/>.

**What is involved?**

Serving as a Faculty Fellow will involve 10 hours (0.25 FTE) of reassigned time per week during the Spring 2018 semester only. Additionally, serving in the role of Faculty Fellow requires physical attendance at one weekly meeting with the director and assistant director, in addition to project work assigned throughout the spring semester.

**What types of experiences/opportunities will be available?**

Opportunities to assist in various assessment-related ongoing projects in the Office of Academic Assessment are numerous and may include: (1) Academic Assessment Institutional Improvement (degree/certificate programs), (2) assessment workshop development and facilitation, (3) webpage development, (4) Core Assessment, (5) local assessment conference professional development, and/or (6) survey administration/analysis. Nature of activities assigned will depend on faculty interests, academic component needs, and Office of Academic Assessment demands.

**Who may apply?**

With the exception of academic administrators and prior *Academic Assessment Faculty Fellows*, full-time faculty members who currently possess some experience in academic assessment and who are interested in contributing to various projects/initiatives in academic degree program assessment and undergraduate core assessment are eligible to apply. Some examples of prior academic assessment experience may include:

* Assessment Academy (core assessment raters),
* departmental assessment/curriculum committee members,
* degree and/or certificate program coordinators for Academic Institutional Improvement,
* researchers/scholars of assessment

**How do I apply?**

Interested faculty members who meet the minimum requirements should:

* complete an *application/approval form* with signatures from component administrator and academic dean
* submit a full, up-to-date *curriculum vitae* (CV)
* submit a *letter of interest* (see below)

The applicant’s letter of interest should address the following items:

1. Share how serving as a TWU *Academic Assessment Faculty Fellow* would connect with your prior assessment experience and your short- and/or long-term career goals.
2. Respond to one or both of the following prompts:
* Share a specific example of your ability to *work cooperatively* within a group to achieve a desired outcome.
* Share a specific example of your ability to *lead* a group to achieve a desired outcome.
1. Convey any additional information you feel is pertinent to the fellowship opportunity.

If interested, former applicants not previously selected should submit a current application/approval form and may update application materials (if needed), provided all minimum requirements for the fellowship program are met.

For consideration, submit all application materials electronically to Terry Senne, Director of Academic Assessment, (tsenne@twu.edu ) **by 5:00 p.m. Friday, December 8, 2017**. Late submissions will **not** be considered.

**How will fellows be selected?**

The Director and Assistant Director of Academic Assessment, in collaboration with screening committee members, will select the 2018 *Academic Assessment Faculty Fellows* on the basis of candidate qualifications and needs of the Office of Academic Assessment. The intent is to notify selected faculty members as quickly as possible to facilitate planning in the academic components.

***Texas Woman's University***

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**Application/Approval Form**

Candidate: Department/School/College:

***Please check the programmatic/administrative area(s) that are of most interest to you:***

 **Academic Institutional Improvement (II)** May include: work within own academic unit/school/college to improve quality of degree program student learning outcomes assessment, consultation work with other individual academic units or degree programs – shadowing/participation, rating of student artifacts, etc.

\_\_\_\_\_\_\_ **Task force/committee member** on related academic assessment initiatives

 Academic assessment **workshop development & facilitation**

 Academic Assessment **webpage development**

 **Core Assessment** – May include: TWU Assessment Academy, working with the Core Assessment Committee, rating and norming sessions, development of norming library materials, coordinating live rating sessions, report compilation, alumni and community recruitment…

 **Professional Development** – Local/regional assessment conference participation and follow-up faculty training workshops on knowledge/skills gained

 Academic Assessment **survey** development, administration, analysis/interpretation, and recommendations

 Other(s) [please identify]

***Approvals:***

I recommend and approve the above candidate to serve during the Spring 2018 semester as an *Academic Assessment Faculty Fellow.*

Component Administrator Date

Dean Date