AUBURN
Human Resources

Dir, Curricular Assessment (DVM)

Job Description

JOB INFORMATION

Job Code	OA75
Job Description Title	Dir, Curricular Assessment (DVM)
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	10/4/2024 11:58:51 AM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Assessment & Accreditation

JOB SUMMARY

Oversees all aspects of the professional DVM (Doctor of Veterinary Medicine) curriculum. This includes curriculum assessment, revision, and renewal.

RESPONSIBILITIES

- Oversees and leads the effort to maintain, renew, and revise the professional DVM curriculum, as driven by outcome data, in accordance with requirements of the AVMA COE (American Veterinary Medical Association Council on Education) and SACSCOC (Southern Association of Colleges and Schools Commission on Colleges).
- Develops, leads, and facilitates curriculum assessment efforts, including devising and collecting outcome data from internal and external stakeholders.
- Works with Academic Affairs personnel in administering the curriculum, including oversight of professional student schedules.
- Oversees the activities of the college Curriculum Committee, the Clinical Skills Task Force, and other relevant groups related to curriculum.
- Monitors all compliance requirements and ensures documentation is maintained and available.
- Works with the pre-clinical and clinical coordinators and the Office of the Registrar to make programmatic changes in the Course Information System (CIM) and Degree Works.
- Serves on department, school, and University-level committees, as appropriate.
- Contributes to the successful achievement of the Office of Academic Affairs' strategic goals within the College of Veterinary Medicine.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Higher Education Administration, Assessment & Measurement, Research & Evaluation, or related field.	and	7 years of	Student Programs, Assessment, Curriculum (Design, Maintenance, and Renewal), or related experience.	Or
Doctorate of Veterinary Medicine (DVM)	Higher Education Administration, Assessment & Measurement, Research & Evaluation, or related field.	and	4 years of	Academic Veterinary Medicine, both in the classroom and administrative committees (such as admissions, curriculum, and standards).	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of Curricular and Programmatic Assessment Practices and Procedures including the Family Educational Rights and Privacy Act of 1974.	
Advanced knowledge of educational measurement, test, and rubric development.	
Advanced knowledge of clinical assessment practices.	
Advanced Knowledge of competency-based education, objectives, and benchmarking practices and procedures.	
Knowledge of current trends and issues related to curricular, clinical, and programmatic assessment including assessment accommodations.	
Knowledge of AU and Vet Med policies and procedures.	
Knowledge of applicable Human Resource policies and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing	X					
Walking			X			
Sitting					X	
Lifting		X				10 lbs
Climbing	X					
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.