

DIRECTOR OF QUALITY ENHANCEMENT PLAN

GENERAL STATEMENT:

The quality enhancement plan (QEP) director is a part-time responsibility appointed to a full-time faculty member and compensated through a reduced course load. This position provides guidance and leadership for the institution-wide development, facilitation, and implementation of the QEP.

REPORTS TO:

Associate Vice President of Academic Affairs

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree with a minimum of eighteen (18) graduate hours in a teaching field required.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Minimum of five (5) years community college experience required. College teaching experience preferred. Experience in institutional effectiveness and research is preferred.

OTHER:

The QEP project is designed to focus on the enhancement of a specific learning outcome at TVCC; however, the current design calls for the plan to evolve as the institution becomes more knowledgeable about student learning at TVCC. As such, the duties and responsibilities of this position may expand to incorporate the expansion of the project's scope.

DUTIES AND RESPONSIBILITIES:

- Responsible for the development, implementation, evaluation, data collection, and enhancement of TVCC's Quality Enhancement Plan.
- Coordination of faculty development efforts specific to learning outcomes covered in the QEP.
- Coordination of assessment of student learning outcomes specific to the QEP.
- Coordination of marketing communications to the campus community and other stakeholders regarding the QEP.
- Development of the QEP budget, timeline, learning outcomes, and administrative outcomes.
- Writing and developing the official QEP report to be submitted to the Southern Association of Colleges and Schools, including any follow-up reports required.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment
- Some travel required.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 5/5/14

Revised: 12/17/2015

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