



Connecticut State  
Colleges & Universities

Connecticut State Community College  
Job Description  
Director of Regional and Specialized Accreditation

Salary Level:  
CCP 21 (subject to Willis)

Date Approved/Revised:  
4/15/21

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**POSITION PURPOSE:**

Under the direction of the Associate Vice President of Institutional Effectiveness and Planning, the Director of Regional and Specialized Accreditation is responsible for managing the planning and coordination of the College's accreditation policies and processes in accordance with established New England Commission of Higher Education (NECHE) and programmatic accreditation standards, policies and procedures. They collaborate with College staff and public and private partners to assure the delivery of academic programs meets or exceeds accreditation guidelines. They review the ongoing evaluation of student learning to ensure program improvement and compliance with accreditors' requirements. This individual creates the system-wide continuous improvement structure that supports the submission of timely accreditation reports in order to remain in compliance with accreditation standards. They oversee the adherence to all accreditation data security specifications and observe College approved data security protocols. They are responsible for planning with a focus on accreditation strategy, assuring alignment with the strategic and educational master plans, as well as the goals and objectives of the College.

This experienced leader has a clear, focused commitment to teaching, learning and academic excellence to promote student success. They must be a creative and visionary leader who inspires staff, students and the community. They must be an innovative problem solver and critical thinker with outstanding interpersonal, written, and oral communication skills. This leader must be flexible and inter-culturally competent and respect diverse opinions.

**SUPERVISORY AND OTHER RELATIONSHIPS:**

In assuming these responsibilities, the Director of Regional and Specialized Accreditation will supervise, as needed, as part of the structure of the CT State Community College.

**EXAMPLES OF ESSENTIAL DUTIES AND ACCOUNTABILITIES:**

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

The Director of Regional and Specialized Accreditation will:

- provide strong, dynamic academic and administrative leadership;
- serve as the liaison to NECHE and manage accreditation and compliance processes;
- monitor and ensure compliance with all NECHE policies and accreditation criteria;
- work in partnership with the Office of Institutional Research, CT State curricular bodies, the Student Success Center and other College or campus offices, as appropriate, on assessment related activities and processes in support of the submission of accreditation reports;
- collaborate with the Director of Program Review and Assessment to assure

- systemic processes and procedures are in place to support regional and specialized accreditation standards;
- promote extensive collegial and collaborative relationships with administrators, faculty and staff within the College;
- develop a clear understanding of the culture and community values of each campus and build relationships;
- collaborate with campus academic leadership, faculty and staff to facilitate data and exhibit retrieval for accreditation reporting;
- consolidate and interpret assessment reports for accreditation purposes and report findings to appropriate personnel;
- conduct statewide accreditation meetings on a regular basis;
- collaborate with leadership in the creation and delivery of professional development opportunities for those faculty and staff contributing to accreditation process;
- aid in making decisions consistent with the mission and goals;
- advocate and promote quality instruction, student success and integrated planning to meet the educational needs of a diverse state;
- understand and promote the role and use of technology in the accreditation process;
- represent the College at state and regional meetings and conferences, serves as a representative on committees, commissions, and other activities, makes presentations at meetings, workshops and events as assigned;
- supervise, evaluate, and direct the work of assigned personnel;
- complete other duties as assigned by the Associate Vice President of Institutional Effectiveness and Planning.

### **PROFESSIONAL PARTICIPATION AND DEVELOPMENT**

In addition to the accountabilities listed above, the Director of Regional and Specialized Accreditation is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

### **Qualifications:**

The Director of Regional and Specialized Accreditation is required to have demonstrated advanced knowledge and abilities in the following areas:

- deep understanding of policies and processes associated with regional and specialized accreditation;
- knowledge and abilities in academic curriculum development and implementation;
- commitment to academic quality and standards;
- exceptional leadership skills;
- ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving;
- proven experience managing and leading academic assessment activities;
- knowledge of data and data analysis relevant to academic areas;
- knowledge of state and regional initiatives and associated frameworks;
- sensitivity to and ability to work with the diverse academic; socioeconomic, cultural and ethnic backgrounds of members of the College community, including those with disabilities;
- strong information and technology literacy skills;
- outstanding communication skills in writing, speaking and listening.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree from an accredited institution in a related field with four to seven years of related experience, with at least two years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

### **WORK ENVIRONMENT**

The Director of Regional and Specialized Accreditation typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The Director of Regional and Specialized Accreditation may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.