Assessment Liaison Agreement (Rev, Spr 2014)

Depto prog/major: ____________________________ Appointment from Aug 20___ to May 20___

Purpose
Assessment liaisons are designated faculty or staff who coordinate the collection and uploading of assessment data for their departments, programs or majors. The position of assessment liaison is a significant department and university service assignment. Faculty/staff who are new to campus, or who serve as department chairs (i.e. have personnel responsibilities in addition to their program responsibilities) should not be recommended for these assignments.

Appointment
Assessment liaisons are appointed by the department chair or program/unit director for a complete assessment cycle (3 years). With prior consultation a shorter term may be approved by the Director of Academic Assessment. Both the liaison and the chair/director must sign and date this agreement and return it to Annis Lytle (CPO 2270) to finalize the appointment. Changes in assessment liaisons should be reported promptly to Jessica Dunsmore, Director of Institutional Effectiveness, and Lisa Friedenberg, Director of Academic Assessment. Because liaisons develop expertise with our assessment process and our assessment software liaisons are encouraged to serve for more than one term.

Responsibilities
Assessment liaisons serve as coordinators of department/program/unit assessment work. They are not expected to have sole responsibility for developing or executing assessment plans and the final responsibility for the adequacy of program/unit assessment work remains with the department chair or program/unit director. Discussions of assessment issues, assessment plan revisions and assessment results typically are led by the department chair or program/unit director with the liaison serving as resource person.

Assessment liaisons are responsible for

- Attending Institutional Effectiveness and TracDat training to learn about the University’s Institutional Effectiveness program and TracDat navigation (e.g. how to enter assessment plans and data, how to update assessment plans).
- Becoming familiar with all components of the department/program/unit assessment plan (e.g. outcomes, assessment methods, timetables for data collection).
- Entering data collected into TracDat at the end of each semester.
- Ensuring that department/program Student Learning Outcomes are listed correctly on the department/program/unit web page (a GA requirement).

Stipends
Each assessment liaison receives an annual stipend of $750, half in the January check, the remainder the June check, upon verification of completion of assessment work. An additional $1,000 reporting year stipend is paid again in two installments upon verification of the completion of all required reporting work.

__________________________________________  ________________________________
(assessment liaison signature and date)        (chair/program or unit director signature and date)