



Job Title	Assistant Director, Academic Compliance	Job Code	AA0316
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
		Union Code	0
Job Family	Academic and Program Management		Academic Program Accreditation and Compliance
		Subfamily	

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Program Accreditation and Compliance Professionals serve to ensure the effective accomplishment of the academic mission of the university. Coordinates academic assessment, compliance, planning, programming, and scheduling with deans, chairs, and other academic leaders on and off campus including our accrediting bodies. Also oversees programs and policies that deal with students' academic programs.

Job Summary

Assists in the effective management of university-wide compliance, reporting, and other quality enhancement activities that support institutional and specialized accreditations as well as other university and state-mandated requirements. May directly manage complex university-wide processes and reporting activities to external oversight bodies; advises academic stewards (vice provosts, deans, etc.) & other stakeholders; recommends new or modifications to existing UCF policies & procedures.

Representative Duties

1.
 - Assists the executive director in monitoring the university’s ongoing compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation requirements
 - Assists in developing and implementing new oversight controls and processes to assure the university’s continuous compliance
 - Devises and implements compliance audits, benchmarking best practices for assuring and documenting compliance, and establishes templates and checklists to support compliance
 - Serves as liaison with other units and functional areas across campus to affirm continuous compliance with SACSCOC principles and policies
2.
 - Assists the Executive Director in monitoring activities with potential to trigger substantive change reporting to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
3.
 - Develops timelines/project schedules, checklists, and templates to facilitate timely completion of substantive change prospecti and shepherd prospecti through the development and submission process
 - Coordinates with all applicable stakeholders to collect and validate information needed to complete a prospectus
 - Manages development of the post-prospectus report prepared for onsite substantive change committee reviews
4.
 - Assists in the development and review of inter-institutional agreements, quality assurance oversight in implementation, and establishes mechanisms for evaluating program effectiveness
 - Assists with assuring timely submission of annual institutional profiles
 - Supervises personnel responsible for coordinating compliance oversight processes, inventories, and reporting concerning off-campus educational sites; distance learning offerings; specialized program accreditation; student

<p>complaints; centers and institute’s annual reporting to the Florida Board of Governors; and accurate publication of institutional accreditation status in official university publications</p> <ul style="list-style-type: none"> Assists with planning for and coordinating the university’s decennial reaffirmation of accreditation review and fifth-year interim report multi-year planning and review processes
5.
<ul style="list-style-type: none"> Assists the executive director in managing day-to-day operations and personnel within the Academic Program Quality Unit (APQ) Manages development, implementation, and reporting related to the APQ institutional effectiveness assessment plan Assists with strategic planning activities, including annual review of unit mission, vision, goals, and strategic action plan to ensure congruence with and support for advancing the goals of the UCF Collective Impact strategic plan Approves payroll Develops and evaluate direct reports Assists with unit-wide personnel planning and mentoring

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor’s	Master’s
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience 1+ years of leadership experience		
Additional Requirements		
Physical/Environmental Demands		
Standard office environment with no unique physical demands		

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.