



Job Title	Director, Academic Compliance	Job Code	AA0317
Pay Plan	A&P	Pay Grade	22
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

Oversees and directs all activities related to the institution's ongoing compliance with regional accreditation requirements and associated reporting; faculty qualifications certification and companion reviews; academic program reviews for all degree programs; and other university-wide compliance, reporting, and quality enhancement activities that safeguard the university's academic enterprise and promote excellence in academic programming, partnerships, and innovations.

Representative Duties

1.
 - Provides leadership, strategic direction, and budget management for the unit
 - Leads development and implementation of the unit mission, vision, goals, and strategic action
 - Responsible for unit human resource planning and evaluation
 - Oversees construction of the unit's institutional effectiveness assessment plan and results reporting
 - Develops and submits unit annual report to academic affairs
2.
 - Develops and implements oversight processes to assure the university's continuous compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - Oversees the university-wide faculty teaching qualifications review and certification process
 - Serves as ex officio member of the university-level Program Review Committee (PRC) appointed by and advisory to the provost
 - Directs all aspects of implementing the academic program review for all 200+ UCF degree programs as well as center and institute review processes
3.
 - Reviews and provides pre-approval for inter-institutional agreements and other third-party agreements involving UCF academic programs or otherwise triggering accreditation compliance concerns
 - Monitors and supports specialized program accreditation activities
 - Oversees miscellaneous annual reporting to Florida Board of Governors (BOG)
 - Serves as back-up institutional contact for UCF's membership in the National Council for State Authorization Reciprocity Agreement (NC-SARA)
 - Assures accuracy and completeness of faculty and post-doctoral degree data and related for internal and external reporting
 - Reviews proposals to establish new centers and institutes, as needed; facilitates center and institute dissolution requests

- Serves as a member of appropriate internal advisory council’s task forces and professional networks
- Serves as co-lead for developing and integrating student success markers into student success initiatives and curriculum reviews for all baccalaureate degree programs

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor’s	Master’s
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ 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.