Job Title: Director, Instructional Quality
Department/College: Instruction/District
Reports To: Vice Chancellor for Instruction
FLSA Status & Job Grade: EX P11
Salary Range: See Professional/Technical Salary Structure
Job Code: M0542

SUMMARY
This position reports directly to the Vice Chancellor Instruction and is responsible for all the activities relating to the credentialing of faculty members in academic, workforce credit, and adult education courses. Responsible for the coordination of all articulation and transfer agreements with universities, including coordination of college-based transfer activities, partnership agreements for joint admissions and program articulation, production of evaluation reports, settlement of transfer disputes, and oversight of HCC online Transfer and Articulation website. Assist VCIN Office and college staff in P-16 Initiatives. Function as the liaison between Division of Instruction and Human Resources regarding faculty hiring and credentialing issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide leadership in the codification and promulgation of all HCC guidelines related to Instruction – Faculty Workload Guidelines, Division/Chair Guidelines, Academic Discipline Chair Guidelines, and others as needed.

Evaluates credentialing standards of all academic, workforce credit, developmental, and adult basic education faculty, assuring credentialing quality control at the application and hiring phases of the employment process and compliance with all criteria of the Commission on Colleges, Southern Association of Colleges and Schools, and the Texas Higher Education Coordinating Board.

Facilitates agreements with all state universities and others as appropriate on joint admission, transfer student admission, and program articulation.

Works with VCIN Office staff and the colleges to facilitate P-16 Initiatives, including partnership agreements with area high schools, including dual credit, Tech-Prep, and Early College High School Agreements.
Creates and maintains a database of course equivalencies, core curriculum, field of study, and other degree plans between HCC and all state universities and others as appropriate.

Serves as the primary contact for transfer-related issues.

Creates and maintains a comprehensive HCC web site for HCC transfer students and for HCC faculty advisers (including information on testing, the Texas Success Initiative, developmental education, course descriptions, course prerequisites, degree plans, transfer opportunities, etc.).

Provide leadership in the overall internal compliance issues related to student degree plans/audit; discrepancy reports (contact hours, faculty workloads, etc.), faculty SEOI, etc.

Provide leadership for adaptation of PeopleSoft capabilities for tracking of faculty, course, program, and student indicators.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

EDUCATION
Master’s degree in education or related field required. Doctorate degree preferred.

EXPERIENCE
Minimum of five (5) years demonstrated responsible experience in educational administration, preferably in the areas of program articulation and transfer.

KNOWLEDGE, SKILLS, AND ABILITIES
Demonstrated knowledge & experience in transcript evaluation of all academic, workforce, developmental and adult education faculty

Excellent verbal and written communication skills

Ability to establish & maintain a good working relationship with all levels of faculty members and staff employees within & outside the institution
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Demonstrated knowledge of high school and college admission, completion, & transfer requirements, university program curricula and degree requirements.

Good management and analytical skills

Knowledge of the philosophy/principles of the Achieving the Dream and related Student Success Initiatives

Knowledge of the computer technology

Commitment to the goal of continuous improvement

Commitment to the values and mission of the community college

Commitment to diversity, social equity and equal opportunity

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*

*This job description may be revised upon development of other duties and changes in responsibilities.*