



## **Center for Institutional Effectiveness Assessment Fellows**

### **Role of Fellows**

The role of the CIE Assessment Fellows is to provide leadership in outcomes assessment and facilitate outcomes assessment work carried out by Bergen faculty and staff, in both academic and AES units. The Fellows promote communication and the utilization of assessment results for continuous improvement.

#### The Fellows' responsibilities include:

- Working with department assessment liaisons, unit leaders and key stakeholders (i.e., deans, department heads, unit leaders, vice presidents, the Faculty Senate) to ensure the development of high quality and meaningful assessment plans
- Assisting and mentoring in all phases of outcomes assessment
- Creating and conducting assessment workshops to expand the assessment knowledge base; engaging in college-wide forums
- Providing leadership in General Education assessment and working together with the General Education Committee and the Learning Assessment Committee
- Publishing the CIE Newsletter
- Attending Learning Assessment Committee (LAC) meetings and monthly Fellows meetings
- Participating in an annual meta-analysis of assessment reports
- Attending and presenting at regional/national conferences
- Creating and maintaining an electronic resource center
- Assisting in the preparation of reports and documents for Middle States accreditation
- Facilitating the implementation and use of the Tk20 Assessment Software

#### Commitment:

- Two-year term (summer as needed), two consecutive term maximum
- Three hours of reassigned time per semester

**Bergen Community College**  
**CIE Assessment Fellow Application**  
**2016 - 2018**

The application deadline for the 2016- - 2018 CIE Assessment Fellow is **December 2<sup>nd</sup>, 2016**. Please email your completed application to Gail Fernandez, Interim Dean of Assessment, [gfernandez@bergen.edu](mailto:gfernandez@bergen.edu).

Name:

Department:

Status (Select ONE):

Lecturer    Assistant    Associate    Full    Professional Staff

Please describe your interest and experience in assessment at Bergen and elsewhere:

Please describe any coursework you have taken in assessment or testing methods: