**QEP Director Position Description:** Serves as the champion of USF Sarasota-Manatee’s Quality Enhancement Plan (QEP) and a faculty member in an academic degree program at USF Sarasota-Manatee, starting May 16, 2016 through August 6, 2021. Combines teaching and administrative responsibilities with a 1/1/1 teaching load. The QEP Director also organizes and communicates across disciplines and among diverse stakeholders (e.g., faculty, including Faculty Senate; College Deans; administrators in Student & Academic Affairs and Institutional Research & Effectiveness; and community members, including the Community Leadership Council and the Campus Board), as well as researchers at ETS and CIRP.

**ADMINISTRATIVE RESPONSIBILITIES**
1. Facilitate curricular integration of critical thinking across campus by collaborating with faculty in each undergraduate degree program.
2. Lead the implementation of the critical thinking rubric among faculty.
3. Plan, initiate, construct, and evaluate at least four professional development programs (in-person workshops and on-line training modules) in collaboration with faculty, the Faculty Development Steering Committee, and E-Learning in 2015-16, adding one new program each semester after that.
4. Oversee the administration and assessment of the ETS Proficiency Profile and the Watson-Glaser Critical Thinking Test each semester at orientations and within courses.
5. Conduct peer-reviewed research related to critical thinking on the level of peer-reviewed journal articles and presentations at professional conferences.
6. Work closely with the Director of the Information Commons (Librarian) and E-Learning developers to provide LibGuides and other critical thinking resources for faculty and students.
7. Chair and sustain the QEP Implementation Committee.
8. Work with the Faculty Senate’s Tenure & Promotion Committee to develop criteria, selection, and assessment processes for Incredi-Bull Faculty, Incredi-Bull Faculty Leaders, and the QEP Grants.
9. Prepare updates on the QEP for Communication and Marketing and presentation to Senior Leadership, Faculty Senate, Community Leadership Council, and Campus Board, as well as any updates to the USF Board of Trustees.
10. Supervise the QEP Administrator and his/her activities, such as continued development of the QEP website (including the QEP App), collection of assessment data, and maintenance of the QEP database.
11. Oversee the QEP budget.
12. Assess the QEP annually in collaboration with the Core Curriculum Committee and prepare the QEP Impact Report for inclusion in the SACSCOC Fifth-Year Review.

**QUALIFICATIONS**
**Minimum Qualifications:**
1. Doctorate degree.
2. Credentials to teach in one of USF Sarasota-Manatee’s degree programs.
3. Experience teaching at the college level
4. Experience with curriculum planning, scheduling, and assessment.

**Preferred Qualifications:**
- Experience in critical thinking research
REPORTING LINE
Reports to the Regional Vice Chancellor for Academic & Student Affairs for 50% of time responsible for the QEP with a dotted line to the Assistant Vice President for Institutional Research & Effectiveness. Reports to the appropriate College Dean for the other 50% of faculty assignment within the College.