

**CENTER FOR ACADEMIC  
PROGRAMS ASSESSMENT  
(CAPA)**

**FACULTY ASSESSMENT  
FELLOW (FAF) HANDBOOK  
2019-2020**



## OVERVIEW

Faculty Assessment Fellow Program – Bowie State University’s Center for Academic Programs Assessment (CAPA) developed the Faculty Assessment Fellow (FAF) program in 2019 as a way to build on and expand its successes in being recognized as a 2018 Excellence in Assessment (EIA) recipient by the National Institute for Learning Outcomes Assessment (NILOA). The inaugural Faculty Assessment Fellow program began in 2019 with the first fellow. Future applicants for the fellowship will complete and submit the Faculty Assessment Fellow application form and accompanying document to CAPA.

The Faculty Assessment Fellow(s) will be selected by a panel appointed by CAPA. Each fellow will conduct activities during the summer (non-contract) period, and will be invited to participate in assessment-related professional development activities and related leadership opportunities during the academic year. The faculty fellow is paid a stipend of \$9,000 for the summer period. The roles and responsibilities of the Faculty Assessment Fellow, and the expectations and deliverables are outlined below:

## ROLES AND RESPONSIBILITIES

Faculty Assessment Fellow – Roles and Responsibilities. The roles and responsibilities of the CAPA Faculty Assessment Fellow are as follows:

- a. Develop a pilot assessment activity for a course or program within assigned department (based on what is described in your FAF application). Take a leadership role in the post-FAF academic year to collaborate with colleagues in the department to implement this activity.
- b. Collect, analyze and disseminate best practices in academic assessment to faculty members in fellow’s discipline and across campus, and post resources on CAPA and departmental web sites. Write article(s) for the CAPA newsletter regarding assessment practices.
- c. Participate in relevant professional development activities during the post-FAF academic year related to academic assessment activities and continuous improvement. All faculty fellows assume assessment leadership role(s) on relevant campus committees, departmental/college committees, and/or other relevant areas.
- d. Attend the Drexel University Assessment Conference in mid-September (expenses paid/reimbursed), and write article for the Assessment Times newsletter about conference highlights. Participate on panel at BSU Faculty Institute, or other forum, to share best assessment practices with other faculty members.
- e. Write final report of summer assessment activities and make any recommendations for academic assessment at the university (template will be provided)

## EXPECTATIONS

The expectations for the Faculty Assessment Fellow, in terms of tasks and deliverables to be completed during the term of the fellowship are outlined in the table below:

	Role/ Task	Deliverable
A	Develop a pilot assessment activity for a course or program within your department (based on the description in your FAF application). Take a leadership role in the post-FAF academic year to collaborate with colleagues in the department to implement this activity.	Completed assessment plan for your chosen program(s)/course(s). Implementation action plan for department for relevant course(s) and/ or program(s) assessment in post-FAF academic year, in collaboration with CAPA.
B	Provide information about best practices in academic assessment to BSU faculty members. Post resources related to best practices in assessment to departmental and CAPA web sites.	Provide links to resources posted
C	Participate in relevant professional development activities during the post-FAF academic year related to academic assessment activities and continuous improvement. Post-FAF, assume assessment leadership role(s) on relevant campus committees, departmental/college committees and/or other relevant areas.	Log of activities, results and follow-up/ recommendations based on activities
D	Attend the Drexel University Assessment Conference in mid-September, and write article for the Assessment Times newsletter about conference highlights. Participate on panel at BSU Faculty Institute, CAStLE or other forum, to share best assessment practices with faculty members.	Compile assessment best practices information from BSU conference participants; participate on panel or with other professional development opportunity; submit newsletter articles for Assessment Times in collaboration with CAPA
E	Write final report of summer assessment activities and make any recommendations for academic assessment at the university.	Produce final report and disseminate, as appropriate (template will be provided).
Modified from Kennesaw State University Faculty Fellows for Assessment Program table: <a href="https://bagwell.kennesaw.edu/about/accreditation/faculty-fellows-assessment.php/">https://bagwell.kennesaw.edu/about/accreditation/faculty-fellows-assessment.php/</a>		



## **Bowie State University – Faculty Assessment Fellow Application**

Name:

Title and Department:

Phone:

BSU email address:

1. Describe your experience with academic program/course assessment at BSU or another university in the last 5 years (departmental, discipline, committee work, etc.):
2. Why do you believe you would be a strong candidate for the position of Faculty Assessment Fellow?
3. Describe your top three areas of interest related to assessment:
4. As a Faculty Assessment Fellow, describe how you will lead assessment activities related to programs and courses in your department. Which course(s) and/or programs in your department will be the focus of your Faculty Assessment Fellows activities, and why?
5. Briefly summarize your department's current assessment work:
6. What are the strengths of your department's current assessment work?
7. What are the challenges or areas of growth related to your department's current assessment work?:
8. What are the challenges or areas of growth related to assessment at Bowie State University?

Application attachments:

1. Two letters of support
2. Two examples of your current or previous assessment work
3. Current CV

***The due date for this application is February 16, 2020***

Important deadlines:

12/2/19	FAF application period opens
2/16/20	FAF application period closes
3/2/20	Faculty Assessment Fellow announced
5/26-8/21/20	FAF activities (non-contract period)
9/21/20	FAF Final Report due

## FAF Application Timeline

Date	Activity
Dec. 2, 2019	Faculty Assessment Fellow application available to faculty
Feb. 16, 2020	FAF application due
Feb. 17-28, 2020	Review of FAF applications
March 2, 2020	Notification of selected candidate
March 20, 2020	FAF contract signed
May 26-Aug. 21, 2020	FAF activities (non-contract period)
Sept. 21, 2020	FAF final report (template will be provided)