

SIMON FRASER UNIVERSITY
JOB DESCRIPTION

Position Title: Associate Director, Program Evaluation
(Assessment, Evaluation & Accreditation Office)
Employee Group: APSA

Position #: 00137814

ABOUT SIMON FRASER UNIVERSITY:

- We are a leading research university, advancing an inclusive and sustainable future. Our purpose – the essence of SFU – is to create and connect knowledge, learning and community for deeper understanding and meaningful impact.
- We are committed to fostering excellence, innovation, belonging and community in all that we do.

POSITION SUMMARY

The Associate Director, Program Evaluation leads the design, implementation, and continuous improvement of the School of Medicine's program evaluation system and reporting to ensure educational programs are evidence-based, effective, aligned with accreditation standards and reflective of the School's commitment to social accountability. The role provides leadership in evaluating courses, learning environments, and teaching quality, integrating qualitative and quantitative data to generate actionable insights that drive continuous quality improvement (CQI) and inform strategic and policy decisions. Working collaboratively with the Director, CQI & Evaluation; the Associate Dean, Assessment, Evaluation, and Accreditation; Senior Leadership; committees; and administrative units, the role ensures that evaluation processes and outcomes support accreditation readiness, program development, and institutional accountability.

DUTIES AND RESPONSIBILITIES

- 1. Provides leadership for the establishment and maintenance of evaluation frameworks, metrics, and methods used to evaluate educational programs within the School of Medicine by:**
 - Setting the strategic direction for the courses, programs, learning environment and teacher quality evaluation activities in the School of Medicine programs in partnership with the Associate Dean of Assessment, Evaluation and Accreditation
 - Designing and developing responsive evaluation frameworks, tools and rubrics that establish consistent standards and methods across programs, promote interest holder engagement and support continuous improvement in medical education.
 - Developing and implementing detailed evaluation plans and proposals for courses, programs, and learning environments, including defining evaluation questions, selecting appropriate models or theories of change, and outlining implementation work plans to ensure comprehensive programmatic evaluation.
 - Collaborating with faculty, staff, and administrative units to develop metrics and ensure evaluation activities and reports adequately support program delivery.
 - Overseeing the design, development, and updating of evaluation instruments, reports and dashboards.
 - Overseeing data collection and performing analysis (using tools such as SPSS, N-Vivo) on an ongoing basis to identify trends, patterns and outliers in medical educational programs.
 - Developing and maintaining integrated data systems that consolidate multiple evaluation sources to produce accurate, comprehensive and comparable program performance reports.
 - Preparing reports and documentation required for internal reviews and external accreditation cycles, ensuring evaluation evidence supports compliance and continuous improvement.
- 2. Leads the analytical interpretation of evaluation results and ensures data-driven insights inform accreditation, policy, and strategic initiatives across the School of Medicine by:**
 - Advising administrative units and committees on data sources, data integrity, and appropriate analytical methodologies to ensure accuracy, reliability, and informed decision-making.
 - Leading the interpretation of evaluation results and partnering with administrative units and committees to translate findings into actionable insights that drive continuous quality improvement.
 - Providing analyses to support policy alternatives, strategic adjustments and innovative program development.
 - Collaborating with the Associate Director, Data Science to ensure evaluation dashboards accurately reflect data needed to support timely decision-making.
 - Attending and supporting the Continuous Quality Improvement and Innovation Committee and other medical education committees (e.g., Undergraduate Program Committee).
 - Supporting the development and ongoing review of metrics that inform accreditation and strategic planning efforts in partnership with Director of CQI & Evaluation.

3. Maintains effective communications with interest holders about evaluation processes and findings within the School of Medicine by:

- Developing and implementing strategies and processes that engage students, residents, staff, faculty, and other interest holders in evaluation processes.
- Overseeing communications about evaluation findings and the resulting actions with all interest holders through various forums.
- Supporting the generation and distribution of individual teacher evaluations to faculty members.

4. Provides timely and accurate data insights to support evaluation priorities by:

- Collaborating with the Director of CQI & Evaluation to design and conduct ad-hoc evaluations to further investigate issues arising from other studies, using both qualitative methods such as focus groups, and quantitative methods, such as statistical analysis of institutional data sets.
- Coordinating between different SoM departments to get timely and accurate information to respond to requests that inform internal or external reviews or programs.
- Providing other data analysis and evaluation guidance to team members on specific projects as required.

IMPACT OF DECISION MAKING

The Associate Director, Program Evaluation, makes decisions regarding:

- Evaluation objectives or questions ensuring alignment with the questions or objectives of interest holders within programs.
- Evaluation frameworks, rubrics and methodologies appropriate for the School's medical education programs.
- Protocols for data collection, validation, and integration across multiple sources.
- Identifying and selecting appropriate and reliable data sources to ensure accuracy and integrity of evaluation processes.
- Synthesis and communication of evaluation findings, including strategies to communicate complex findings to various partners, ensuring findings are understandable and actionable by non-specialist audiences.
- How to effectively re-prioritize ongoing projects of varying durations while managing multiple simultaneous demands.

PROBLEM SOLVING AND LEVEL OF SUPERVISION

The Associate Director, Program Evaluation, solves problems related to:

- Delivering accurate and comprehensive evaluation reports within tight deadlines, particularly during critical periods such as accreditation and internal review cycles.
- Tackling complex program evaluation tasks to extract meaningful insights and actionable recommendations.
- Building trust in the integrity and fairness of evaluation systems.
- Translating evaluation findings into feasible, actionable recommendations.
- Ensuring evaluation processes support compliant evidence and accreditation standards.

RELATIONSHIPS

Sets objectives necessary for obtaining feedback and assistance. Partners with wide circle of contacts and involves them in generating mutually beneficial opportunities and achieving agreeable outcomes. Shares ideas, issues and opportunities with members of personal network. Seeks referrals from others with relevant expertise and influence. Attends and maintains relationships with relevant formal and informal professional groups and organizations.

Supervisory

Supervises staff by providing guidance and mentorship, ensuring the appropriateness and currency of job responsibilities, initiating recruitment for temporary and continuing staff, hiring staff, providing or directing the provision of training and development, evaluating performance, approving leaves of absence and responding to grievances.

Internal Connections

- Works closely with the Director, Evaluation & CQI to align daily activities and analytics with strategic directions and goals, ensuring that data insights contribute effectively to policy and program improvements.
- Collaborates with program teams to develop and refine evaluation measures that evaluate programmatic elements and any potential changes in the program design and delivery.
- Collaborates with accreditation teams to develop and refine evaluation measures that enhance accreditation compliance.

- Interacts with academic and administrative teams to disseminate findings from evaluations.

External Connections

- Works with partner institutions, including community medical education sites, to align on evaluation and reporting needs.

QUALIFICATIONS

Master's degree in Measurement, Evaluation or Research, a certificate in Health Professions Evaluation and three years of related experience in health professions program evaluation or an equivalent combination of education, training and experience.

- Proven experience leading end-to-end program evaluations, including planning, data collection, analysis, and reporting.
- Proficient in working with various evaluation methodologies and evaluation designs.
- Proficient in survey design, including question design, survey scheduling, etc.
- Proficient in Quantitative Data Analysis Tools (such as SPSS).
- Proficient in Qualitative Data Analysis Tools (such as N-Vivo).
- Proficient in data modelling and data visualization tools (e.g., Power BI, Tableau).
- Solid knowledge of evaluation methods, statistics and performance measurement.
- Familiarity with data analysis software and tools, including querying data stored in relational databases (e.g., SQL) is an asset.
- Familiarity with web development and technologies is an asset (e.g., JavaScript, HTML/CSS).
- Strong attention to detail and proven ability to produce documents with a high level of accuracy.
- Strong organizational and problem-solving skills.
- Strong interpersonal and communication skills, including strong presentation skills.
- Strong writing skills, including writing technical and statistical reports.
- Strong time management skills and the ability to effectively prioritize and plan.
- Ability to exercise sound judgment and discretion when responding to evaluation inquiries and requests for information.
- Ability to exercise tact and diplomacy and to perform duties in a professional manner.
- Ability to maintain confidentiality and manage confidential information.
- Ability to collaborate with others in the collection and analysis of data.
- Ability to work independently and as a member of a team to meet goals.

❖ *Simon Fraser University respectfully acknowledges the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), səlilwətał (Tsleil-Waututh), qíçəy̓ (Katzie), kʷíkʷələm (Kwikwetlem), Qayqayt, Kwantlen, Semiahmoo and Tsawwassen peoples on whose unceded traditional territories our three campuses reside.*

❖ *Simon Fraser University is committed to the principle of Employment Equity.*