



# Diia

División de Investigación Institucional y Avalúo

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Decanato de Asuntos Académicos

Recinto de Río Piedras

Universidad de Puerto Rico

### **Description of Duties (Institutional research position):**

1. Develop a plan to measure the effectiveness of the appraisal processes in accordance with the plan developed for the measurement of institutional effectiveness and framed in research processes.
2. Use the learning assessment data provided by the DIIA to establish short-, medium- and long-term plans to recommend that programs use this data to promote research that results in curriculum transformation.
3. Collect, analyze, interpret and integrate institutional data that allows research to establish levels of success in teaching/learning processes, degrees of effectiveness and recommend strategies towards transformation. In addition to learning how the campus is inserted in the international scenario of higher education.
4. Demonstrate in their plans and execution the alignment of the academic project with the mission, vision, goals and objectives of the campus and the Institution.
5. Work as a team with the institutional student learning assessment coordinators to demonstrate compliance with the learning assessment plans with respect to the domains assessed by the undergraduate and graduate programs.
6. Publish either in journals or other institutional or academic media that evidences the level of compliance achieved with the objectives of the learning assessment.
7. Work as a team with the institutional student learning assessment coordinators to facilitate the dissemination and discussion of the results of the assessment with the various sectors to promote change-oriented research that suggests the transformative actions analyzed and worked on by the student learning assessment coordinators.
8. Coordinate with the Programmer for the placement of reports and other research-related material on the DIIA website
9. Collaborate with the institutional learning assessment coordinators (graduate and undergraduate level) in the design, preparation and presentation of workshops on the use of OLAS.
10. Design workshops to train different sectors on how institutional research offers opportunities to support efforts aimed at the use and management of the results of student learning assessment, program evaluation, curriculum review, and student support services, as well as their impact on institutional retention and prestige.
11. Work as a team with the coordinator to assess institutional effectiveness in terms of opportunities that promote environments oriented towards the development of research.
12. Collaborate in the research activities generated in the DIIA.
13. Submit a monthly report on the work carried out.