

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3586600

Director, College and University Evaluation, M-4

Brief Description of Class

The Director College and University Evaluation at the State Education Department (SED) provides regulatory oversight of public, private, and proprietary degree-granting institutions in New York State (NYS) and the programs of study offered by those institutions.

Distinguishing Characteristics

Director College and University Evaluation: managerial level; one position class; reporting to executive leadership, administratively supervises professional staff responsible for evaluating entities seeking authority to operate as institutions of higher education in NYS.

Related Classes

Chief Education Programs coordinates the development of policy, manages program development and oversees the operations of the SED School Turnaround Office; manages the Supervisor of Education Programs staff.

Director Charter Schools carries primary responsibility for overseeing the development, implementation, and management of the SED's statewide strategy for charter school authorization and oversight.

Director Proprietary School Supervision is responsible for all aspects of the supervision of private vocational schools and registered business schools.

Illustrative Duties

Oversees the evaluation and review of proposals from degree-granting institutions in NYS and out-of-state institutions seeking approval to operate in NYS to ensure that all degree-granting institutions and the programs they offer meet the quality standards established by the Board of Regents.

Manages daily operations of Office of College and University Evaluation and provides oversight of budget, personnel, customer service, and evaluation.

Develops and updates policy guidelines to comply with SED regulations.

Partners with SED's Information Technology Department to analyze the Office's current Inventory of Registered Programs (IRP), develop and implement long-term solutions for modernization of the IRP, and improve the current process of communications with higher education for program registration, development, and web-based process solutions.

Stays informed of changes in the field of corporate structure of degree-granting institutions:

- Keeps aware of mergers and closures, trends associated with online and distance learning in NYS,
- Writes, edits, and proposes regulation changes to Board of Regents, and
- Assists SED senior leadership in review of legislative changes and advise of impact to degree-granting sectors.

Develops strong working relationships across different sectors of NYS colleges and universities.

Performs the full range of supervisory duties.

Minimum Qualifications

Director College and University Evaluation

Open Competitive: Bachelor's degree and seven years of experience in education administration, two years of which must be at a managerial level. Master's degree may substitute for one year of general experience; Ph.D. may substitute for two years of general experience.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 1/2023

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