

External Evaluator for FIPSE Grant Award

J. Sargeant Reynolds Community College

Request for Proposals

Deadline: January 15, 2010

Major Areas: Distance Learning / Online Education; Adult Education; Assessment and Data Analysis

Purpose of the Grant: Funded through the U.S. Department of Education FIPSE Innovative Strategies in Community Colleges for Working Adults and Displaced Workers, this grant focuses on addressing the need for improved student and faculty preparation in distance learning. Distance learning increases access for students, working adults, and displaced workers, and provides learners the flexibility to pursue higher education and workforce training. The College's plan for improvement focuses on developing *student readiness for distance learning*, establishing a *student orientation to distance learning*, and developing a comprehensive *faculty training program in distance learning*.

Major Responsibilities

The major responsibilities of the External Evaluator are the following:

- Work closely with the FIPSE Project Director to design data collection instruments
- Assist in developing appropriate assessment objectives and measures
- Review the collected data and offer written reports to the College
- Assist the Project Director in writing year-end reports for the Department of Education
- Offer expertise and guidance to the College as it develops the project
- Attend all relevant meetings regarding the grant at both the College and at the Department of Education (two to three meetings each year are anticipated)
- Be available to respond to inquiries for expert guidance and information as needed by the Project Director and other members of the grant team

Qualifications: The External Evaluator

- should have at least 5 years of evaluation experience related to higher education contexts

- must have at least 10 years of experience working in the field of distance or online education in higher education
- should hold a doctorate degree (preferred)
- must have at least 5 years of experience in assessment in higher education
- must have excellent written and oral communications skills
- must demonstrate familiarity with ongoing research and current scholarship of the best practices in online education.

Application **January 15, 2010**

Deadline:

Please submit letter of interest and curriculum vita to

Dr. Ghazala Hashmi

School of Arts, Humanities, and Social Sciences

J. Sargeant Reynolds Community College

PO Box 85622

Richmond, VA 23285-5622

Compensation:

The External Evaluator will receive \$12,139 per year, for three years, for a total of \$36,417. This award does not include any additional benefits such as health or life insurance coverage or retirement. The evaluator is responsible for paying for his or her travel and hotel expenses through this grant funding. The award begins in February 2010 and will end in February 2013.

Women and minorities are encouraged to apply. "Reasonable accommodations" are provided for applicants with disabilities.

Contact:

Dr. Ghazala Hashmi

FIPSE Project Director

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Office: (804) 897 - 6165

<http://www.reynolds.edu>