



Canadian  
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## TOR-14: PL Director

Title CES Professional Learning Director Review Date Annually by the CES Board of Directors

Document Type Terms of Reference: TOR-14 Effective Date July 2023

### Purpose

The purpose of the PL Director is to manage and align the many professional learning activities for the Canadian Evaluation Society. This work involves management and integration or alignment of:

1. E-Institute
2. Canadian Journal of Program Evaluation (CJPE)
3. CES national webinars and workshops
4. CES sanctioned in-person courses, and
5. Relationships with organizations relevant to professional learning, including but not limited to the Consortium of Universities for Evaluation Education (CUEE), the Joint Committee on Standards in Education Evaluation (JCSEE), and chapter professional learning representatives.

The Director will work with chapters and other people and groups interested in professional learning for evaluators to identify the professional learning needs of members and to identify gaps in professional learning opportunities and offerings. The Director will also maintain a PL operational manual to document the management, operation, and review of PL and will ensure compliance with OP-16.

The position is supported by a part-time contracted e-Institute Manager, the contracted CES Operations Manager, and the professional learning committee.

### e-Institute Roles and Responsibilities

#### 1. Policies, procedures, and quality standards:

- a) Draft e-Institute policies, procedures, and quality standards, review existing policies, procedures and standards, and recommend changes as appropriate.
- b) Ensure adherence to the policies, guidelines and National Board decisions pertaining to the e-Institute.
- c) Provide the Board with professional advice relevant to the e-Institute's growth and operations by identifying, assessing and informing the Board of internal and external issues that may affect the e-Institute and/or CES.
- d) Liaise with the VP, Chair of EDI & ES, and Student and Emerging Evaluator Representative to create synergies between e-Institute growth and operations and their portfolios, including the CES Professional Learning 5-year Strategic Plan.

#### 2. e-Institute operations:

- a) Develop strategic and operational plans which incorporate the goals and objectives articulated in the CES Strategic Plan, as relevant to the e-Institute, in collaboration with members of the board and contractors.
- b) Chair the e-Institute Curriculum Advisory Board, which provides advice on courses, course development, selection of course developers, and other course related issues.
- c) Oversee the management of course selection, development, pilot testing, quality assurance, translation, uploading of courses to the Velsoft learning platform, and marketing of courses and the e-Institute.
- d) Liaise with Velsoft to ensure the learning management system is operational..
- e) Collaborate with CES Chair of Communication and Marketing, the Chapters, and others as appropriate to develop and market/promote the e-Institute.
- f) Create an annual budget for the e-Institute.
- g) Maintain an operations manual.
- h) Contribute to the CES Annual Report and produce reports on sales and course uptake for the Board and Executive, as required.
- i) Manager contracted staff including the Manager e-Institute.

#### **CJPE Roles and Responsibilities**

- a) Develop and oversee the budget in collaboration with CJPE editor.
- b) Manage vendor and service contracts; including:
  - o Assistant to the Editor (Coordinator)
  - o University of Toronto Press
  - o Roots & Relations Copy Editor
- c) Ensure the Journal complies with CES policies and procedures.
- d) Manage the oversight and compliance of the Editor-in-Chief Agreement.
- e) Recruit Editor-in-Chief as and when required in accordance with CES policies.
- f) Review and approve grant applications.

#### **Webinar Roles and Responsibilities**

- a) Identify webinar topics and presenters aligned with member needs, evaluation competencies, evaluation standards, ethical practices, CES priorities, and CES Strategic Plan.
- b) Support presenters to deliver high quality webinars.
- c) Work with the Communications and Marketing Committee to promote and post webinars to CES website.
- d) Host up to 10 webinars per year.
- e) Prepare an annual report on webinar attendance and quality.
- f) Ensure webinars are in compliance with CES policies and procedures.

#### **National Conference Workshops Roles and Responsibilities**

- a) Participate as a standing member of the national conference organizing committee.

- b) Manage the review of annual conference workshop proposals.

### **Partner Relations Roles and Responsibilities**

- a) CUEE
  - Represent CES at CUEE meetings
- b) JCSEE
  - Prepare annual budget for JCSEE
  - Ensure JCSEE dues are paid
  - Represent CES at JCSEE meetings (one in-person and teleconference per year)
  - Contribute to JCSEE work as relevant to CES
- c) Plan and facilitate periodic Chapter PD meetings

### **3. Appointment and Term**

The Director of Professional Development will be appointed by the CES Board as a Director at Large in accordance with the bylaws. The term of the position will be for three years, renewable by the Board.

### **4. Qualifications**

- a) **Education:** graduate degree in related area and a minimum of 5 years of experience in an evaluation education related position.
- b) **Skills and Experience:**
  - Demonstrated leadership and management skills.
  - Background in evaluation, online learning, adult learning, instructional design, and professional development.
  - Knowledgeable in the use of technology in instruction and assessment.
  - Membership in the CES.
  - Credentialed evaluator designation is an asset.
  - Strong team player.
  - Bilingualism is an asset.
  - CES members from Indigenous, racialized and other underrepresented groups are encouraged to apply.

### **5. Reporting**

The Director of Professional Learning reports to the Board and is expected to attend all Board meetings. The Director is also a member of the Executive Team and is expected to attend all Executive Board meetings.