

Job Code:.....100775  
Position#: (NUNC)... (E)  
Developed by:.....LB  
Reviewed by:....SG; DLJ  
Approved by:.....LK  
Date:.....06/11; 04/19

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Director of Learning, Assessment and Online Education  
**DIVISION:** Academic Affairs (Office of the Provost)  
**REPORTS TO:** Vice Provost, Academic Affairs  
**GRADE:** 16  
**SUPERVISES:** Professional Staff, Assistant Directors; Support Staff

**BASIC FUNCTION:**

Reporting to the Office of the Provost and Vice President for Academic Affairs, provide leadership, support, and vision for the advancement of teaching and learning with special emphasis on faculty development, curricular enhancement, and pedagogical advancements related to learning outcomes and assessment, online pedagogy, and teaching with technology.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Establish strategic direction and administrative support systems for learning outcomes assessment and online and distance learning programs in alignment with the Academic Plan.

Provide leadership, overall management, and operational oversight of the assessment and online teaching and learning offices, including the development, management and assessment of curricular and co-curricular programs, online and distance learning programs, budgeting processes, faculty development programs, training efforts, institutional accreditation, and instructional design.

Manage the Office for the Advancement of Teaching and Learning (ATL) as a whole and the strategic planning for the following departments: Faculty Development; Student Learning, Outcomes Assessment & Accreditation (SLOAA); Online Education; and Academic Testing Center.

Oversee six budgets - one for each corresponding department, as well as the tech fee budget and the Davis Grant budget.

Supervise all departmental employees (includes loaned faculty, graduate assistants and proctors.)

Prepare an annual plan for implementation of programs and initiatives; provide benchmarking standards, budgets, and an annual report of all pertinent activities to be submitted to the Provost's Office.

Manage the growth of the Faculty Development Office. Support its work with several hundred faculty each year.

Manage the Academic Testing Center to provide testing for students who need make up exams or accommodates for ADA.

Identify and actively seek external funding sources including federal and state grants, foundation support, corporate sponsorship, and other collaborative ventures to support campus-wide initiatives in outcomes assessment, student learning achievement, faculty development, and online teaching and learning.

Administer and oversee the University's efforts to develop, implement, and assess online courses and curriculum, major and minor degree programs, certificate programs, as well as community-oriented programming. Coordinate with each college and school to develop and manage a long-range plan for distance learning to include web-based and web-enhanced course and content delivery. Evaluate University online offerings and resources to guide appropriate development, implementation, and assessment of online curricula, and make recommendations to the Provost.

Utilize SLOAA and Faculty Development resources to assist the new General Education program in building a comprehensive assessment process.

Facilitate curricular innovation and faculty collaboration across the university regarding course delivery including online and blended courses, as well as face-to-face courses, and the programmatic student learning outcomes assessment of all. Develop campus-wide mechanisms for documenting evidence of student learning and achievement.

Develop appropriate plans and timelines for assessment and continuous program improvement, in consultation with colleges, departments, and divisions. Coordinate training for faculty and staff in the principles and techniques of student outcomes assessment, as well as using assessment data to inform pedagogical and curricular change. Evaluate and respond to assessment needs including, but not limited to, the development of an online assessment reporting system and an institutional assessment portfolio.

Provide a vision and an articulated commitment to using research for data-driven strategic planning and evaluation of ongoing improvements within the office; articulate a commitment to Scholarship of Teaching and Learning opportunities and the development of communities of practice relative to assessment and online learning.

Oversee interface of learning, assessment, and online teaching efforts with the Rhode Island Board of Governors of Higher Education, Faculty Senate, Instructional Technology Services (ITS), Institutional Research, Learning Outcomes Oversight Committee (LOOC), the Joint Committee for Online and Distance Learning (JCODL), and other appropriate offices and academic programs throughout the University. Chair the Joint Committee on Online and Distance Learning.

Provide leadership in URI Online, the initiative from the Provost's and Governor's Offices to grow online programs annually.

**OTHER DUTIES AND RESPONSIBILITIES:**

Oversee and ensure online program compliance with governmental policies and regulations (e.g., Americans with Disabilities Act, 21<sup>st</sup> Century Communications and Video Accessibility Act of 2008). Monitor and manage the regulatory issues involved in the state authorization process for online programs, ADA compliance, and compliance with other state and federal regulations that impact online education.

Represent URI at state, regional, and national forums in assessment, online teaching and distance education.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Competency with multiple learning management systems, software applications, and platforms. Personal computers and printers, word processing, spreadsheet, and desktop publishing.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Earned doctorate; Demonstrated experience teaching, designing and assessing distance learning courses in a college or university environment; Minimum three years' experience in developing faculty in an academic environment; Minimum three years' experience in outcomes assessment and accreditation; Demonstrated supervisory experience; Demonstrated experience developing educational and/or training resources for online delivery; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation and organizational skills; Demonstrated evidence of initiating data-driven pedagogical and curricular innovation; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated evidence of regional and national presence in outcomes assessment and/or distance learning in higher education; and, Demonstrated leadership experience in outcomes assessment and/or distance learning within a large, comprehensive, public research institution.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**