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Position#:.(NUNC)..(E)
Developed by:……..AV
Reviewed by:……..DLJ
Approved by:..… AMC
Date:05/21; 08/23/21

UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION

TITLE: Associate Vice-Provost for Advancement of Teaching and Learning

DIVISION: Academic Affairs (Provost's Office)

REPORTS TO: Vice Provost, Academic and Faculty Initiatives

GRADE: 17

SUPERVISES: Professional, Technical, Clerical staff, and Student workers

BASIC FUNCTION:

Provide innovative leadership for the Office for the Advancement of Teaching and Learning (ATL) to advance excellence, inclusion, and diversity in teaching, learning, and assessment in all modalities across the University. Provide a visionary approach to evidence-based faculty development, assessment, and online education. Connect ATL's initiatives to the University's strategic plan and institutional accreditation goals. Provide oversight for the key resources of ATL (personnel, budget, data). Act as the liaison between ATL and the Provost's Office, College Deans and Associate Deans, and Informational Technology Services. The Directors, Associate Directors, or Assistant Directors of the offices of Faculty Development, Student Learning Outcomes Assessment and Accreditation, Online Education, URI Online, and the Academic Testing Center report directly to the Associate Vice Provost.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide vision and leadership to ensure that ATL advances the University's goal of educational excellence through professional development for evidence-based teaching, assessment, online education, and academic testing.

Provide active leadership to advance the diversity, inclusion, and equity mission of URI in teaching, curriculum development, assessment, and online education.

With the leadership of the appropriate ATL units, develop programming for innovative faculty development including technology-related modalities; contribute to and support the scholarship of teaching and learning across the university; and promote a climate of Academic Integrity.

Work closely with the leadership of URI Online, the Provost's office, College Deans, Enrollment Services, and other operations at URI to grow the scope of and enrollment in URI Online. Regularly assess the operations and programs to ensure excellence and competitiveness. Oversee evidence-based planning efforts of the various units to ensure they advance the mission of ATL and establish appropriate benchmarks to assess unit effectiveness.

Actively seek resources to support the work of ATL including creating collaborations with appropriate internal and external partners and seeking external funding.

Coordinate ATL's communication strategy including, but not limited to, its website, listservs, social media, and annual report.

Oversee hiring, supervision, professional development, and evaluation of all staff, embedded faculty, and graduate students. Promote research, publishing, and other scholarly efforts of the ATL staff.

In conjunction with the Provost's Office Senior Business Analyst, and ATL's Administrative Assistant/s, effectively manage ATL's financial resources.

Work with the offices of Institutional Research and Enrollment Services to ensure that URI's Online Programs comply with federal and state regulations including mandatory annual reporting to the National State Authorization Reciprocity Agreement (NC-SARA) and the Americans with Disabilities Act (ADA).

Contribute to teaching, learning, assessment, testing, and online initiatives and policies at the University by serving on appropriate University and Provost's committees.

Represent URI to external constituencies (e.g., POD, OLC, WCET, NECHE) in evidenced-based professional development, assessment, and online education.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties and responsibilities as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, and spreadsheet software. Microsoft Office. Grants. Online education programs, equipment, software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

<u>**REQUIRED:**</u> Earned doctorate; Demonstrated record of creative leadership and development at the program and institutional level; Demonstrated record of advancing diversity and inclusion; Demonstrated experience with teaching/learning, faculty development, and assessment; Minimum seven years of administration, planning, and supervising a Center for Teaching and Learning or a similar complex unit in a higher education institution (including budgetary oversight); Minimum five years' experience in faculty development and/or outcomes assessment in higher education; Minimum three years' experience in a combination of teaching online, online instructional design, and/or developing or managing online programs; Demonstrated experience in teaching at the collegiate level; Demonstrated knowledge of and experience with current theories, best practices and application of evidence-based teaching and program assessment; Demonstrated knowledge of and experience with current theories, best practices and application of faculty development and online education; Demonstrated experience developing programs to advance diversity and inclusion; Demonstrated experience in writing and managing grants; Demonstrated ability to work collaboratively with stakeholders across a college/university; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and Demonstrated ability to work with diverse groups/populations.

<u>**PREFERRED:**</u> Demonstrated experience developing and managing an Office of Online Programs including the planning, developing, marketing, and other functions; and, Evidence of entrepreneurial efforts at change making across a campus.

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