Open position
Associate Provost for Curriculum and Academic Administration

The Provost’s Office is pleased to invite applications from the tenured full-time faculty for the position of Associate Provost for Curriculum and Academic Administration. This position is primarily responsible for providing support and direction in the area of curriculum development and assessment and in the area of academic policy and administration.

The Associate Provost will work closely with the Provost’s leadership team on a broad spectrum of curricular issues. He/she will provide guidance and direction to faculty, chairs and deans as they conceptualize and develop new academic program proposals for internal and external approval. The Associate Provost will provide leadership for the growth of online education, work with deans, chairs, faculty and relevant offices on campus to incorporate diversity into the curriculum, and work closely with the Center for International Education on curriculum development. In the area of assessment, the Associate Provost will review academic program assessment plans and reports for the Provost and play a role in the assessment of study abroad. The Associate Provost for Curriculum and Academic Administration will work with the leadership team on the reestablishment of the Center for Faculty Development.

Duties associated with academic policy and administration involve collaboration with multiple faculty committees and offices across campus to develop and manage the academic calendar, academic catalogs, and academic policies. The Associate Provost will also review student requests, issues, and complaints on behalf of the Provost and serve as the liaison to senior staff in other divisions in matters involving students.

The successful candidate will exhibit success in working with varied groups as both a facilitator and a leader. The ability to work at both the conceptual and detailed level, to respond quickly to situations as they arise, and to be self-directed are important.

Please see below for the detailed position description. We look forward to receiving nominations and applications over the next two weeks. Please send a resume and statement of interest to Beverly Diamond by Wednesday, May 21, 2014.
Associate Provost for Curriculum and Academic Administration

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Duties include:

- **Curriculum Development and Assessment**
  - Provide guidance and direction to faculty, chairs, and deans as they conceptualize and develop new programs and propose other changes to the curriculum that involve the faculty curricular processes and Faculty Senate approval;
  - Advise and assist departments in the preparation of new program proposals for review/approval by the Board of Trustees and the Commission on Higher Education (CHE);
  - Serve as primary contact with the CHE on curricular matters, attend CHE meetings as appropriate;
  - Review, on behalf of the Provost, program assessment plans and reports;
  - Provide leadership for the growth of online education by serving on the Steering Committee, supervising the Faculty Coordinator of Distance Education and any future positions, working closely with TLT to prepare faculty to teach online; and monitor the quality of online courses offered;
  - Work with deans, chairs, faculty, and relevant offices on campus to incorporate diversity into the curriculum;
  - Work closely with the Associate Vice President for the Academic Experience in the areas of student retention, academic advising, general education and the First-Year Experience, and on programs for unique populations;
  - Work closely with the Center for International Education on curricular matters, including assessment of study abroad;
  - Serve as the Provost’s designee on the Faculty Curriculum Committee, Graduate Council, Committee on Graduate and Continuing Education, Academic Planning Committee, and the Dean’s Assessment Committee;
  - Work closely with the Senior Vice Provost and other units as appropriate on classroom management, space allocation, and classroom design;
  - Contribute to several Office of the Provost functions including faculty development, new faculty orientation, and new chair training.

- **Academic Policy and Administration**
  - Work with faculty committees, the Registrar’s Office, and Financial Aid to develop, announce, and manage the academic calendar, academic catalogs, and academic policies;
  - Review student requests, issues, and complaints on behalf of the Provost;
  - Serve as the liaison with the Dean of Students and the Director of Community Relations in matters involving students.