

Class Code:.....0775
Position#: (NUNC)....
Developed by:.....LB
Reviewed by:.....SG
Approved by:.....LK
Date:.....06/11

UNIVERSITY OF RHODE ISLAND
Position Description

Title: Director, 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, this position provides 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.

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.

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.

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.

Other Duties and Responsibilities:

Oversee and ensure online program compliance with governmental policies and regulations (e.g., Americans with Disabilities Act, 21st Century Communications and Video Accessibility Act of 2008).

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

Perform other duties as required.

Licenses, Tools and Equipment:

Demonstrated competence 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;
- Direct experience teaching, designing and assessing distance learning courses in a college or university environment;
- Direct experience in developing faculty in an academic environment (3 year minimum);
- Experience in outcomes assessment and accreditation (3 year minimum);
- Demonstrated supervisory experience;
- Demonstrated experience developing educational and/or training resources for online delivery;
- Communication and interpersonal skills demonstrating the ability to work effectively with diverse public and internal constituencies; excellent writing, speaking, presentation and organizational skills;
- Evidence of ability to initiate data-driven pedagogical and curricular innovation.

Preferred:

- Regional and national presence in outcomes assessment and/or distance learning in higher education;
- 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.