



Position Description - Unclassified

Position Status:

Position Title		Position Number
Associate Provost for Academic Effectiveness		E99429
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.	07/01/21 – 06/30/22	Exempt
Position Type		Regular/Short-Term
Full-Time		Regular
Work Location		Department/Division
Monmouth		Academic Affairs
Reports to		Reports to Position Number
Provost/VP Academic Affairs		E99743
Incumbent		University ID #
TBD		

Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.
<p>WOU's mission is to provide lasting opportunities for student success through transformative education and personalized support. The Office of Academic Affairs is central to WOU's mission in that it oversees all undergraduate and graduate degree programs, along with academic-related student, staff and program support. The goal of the Office of Academic Affairs is to foster a university culture conducive to collegial accountability across campus, resulting in outstanding learning opportunities for students, an environment ripe with intellectual curiosity and civil discourse among diverse voices.</p> <p>The Office of Academic Affairs is committed to creating an environment that fosters diversity, equity, and inclusion, actively embraces social justice, and works to ensure that people of all backgrounds feel welcome, safe, and included. Women, members of the LGBTQIA+ community, and people of color may be less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best fit for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed.</p>
B. Describe the purpose of this position and how it functions within this program.
<p>This position is responsible for facilitating alignment, assessment and improvement within and across academic programs, serving as the Accreditation Liaison Officer for WOU, supervising University Academic Programs, and identifying and developing critical innovations. While faculty are ultimately responsible for assessment within their areas of expertise, this position creates and maintains systems, including technology and professional development to support faculty in this work, reporting of assessment results, and fostering a culture of meaningful assessment as a way to tell our story and use data to inform practice. Assessment work supported by this position includes: Assessment of Undergraduate and Graduate Learning Outcomes, General Education assessment, program assessment, and Academic Program Review. In keeping with the position's focus on academic effectiveness, this position collaborates with the General Education Committee and Honors Director/Honors Committee on the approval, management and implementation of new general education curricula. This position also works with the dean and Partnership</p>



Specialist to facilitate new and innovative programs such as pre-college programs, non-degree seeking opportunities, credit for prior learning, and course audits. As a member of the Academic Affairs Council, this position engages in and benefits from the collaborative advising environment of the Council. This position collaborates with diverse partners across Academic Affairs and WOU and has the opportunity to promote diversity, equity, and inclusion throughout systems of academic effectiveness.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of time	
25%	<p>Assessment:</p> <p>Working through deans and division chairs, provide university-level oversight of:</p> <ul style="list-style-type: none">● Program assessment activities● Alignment of course goals, program outcomes, undergraduate learning outcomes, graduate learning outcomes, and general education outcomes● Formation and support for assessment-related professional learning communities● Program review● Use of TK20/Watermark for assessment planning and reporting
10%	<p>New Program Development</p> <ul style="list-style-type: none">● Work with deans and Partnership Specialist to assist with pre-college programs, including non-degree seeking opportunities, dual enrollment, credit for prior learning and course audits● Manage new program approval processes, including preparing Board of Trustee recommendations and Statewide Provost Council / HECC notifications● Work with academic programs and faculty to offer courses at WOU:Salem
15%	<p>Serve as Accreditation Liaison Officer (ALO) for WOU to NWCCU.</p> <ul style="list-style-type: none">● Academic Year 2022-23: Train under current ALO.● Academic Year 2023-24 and forward: Assume role as ALO for WOU. * Percent of time varies from 10%-30%, depending on if a major report is upcoming (e.g., 2024, 2026, 2029, 2030).
25%	<p>Supervise University Academic Programs and Student Support Services:</p> <p>Faculty-led:</p> <ul style="list-style-type: none">o Interdisciplinary Studieso Liberal Studieso General Education, including First Year Seminarso Honorso Writing Center <p>Staff-led:</p> <ul style="list-style-type: none">o International Education & Development



12.5%	Represent Academic Affairs in collective bargaining with faculty unions and maintain bargaining updates webpage. * Percent of time varies from 5%-25%, depending on the phase of the bargaining cycle.
12.5%	Other projects and duties as assigned or developed.

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Earned doctorate or terminal degree or master's degree in an academic discipline.
- Academic leadership experience at the department level or higher.
- Demonstrated experience working with and supporting the success of people who have diverse backgrounds, cultures, and languages

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Earned tenure with academic qualifications meriting appointment at the rank of associate or full professor at WOU.
- Demonstrated experience implementing assessment of student learning outcomes at the program and/or university level.
- Experience supervising and mentoring individuals with a variety of backgrounds and educational levels.
- Experience with shared governance in a higher education setting with collective bargaining.
- Demonstrated experience coordinating collaborative projects and efforts among diverse stakeholders.

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

Accreditation standards and requirements.

Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

x	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$1.025 M (AY 2021-22)
	Delegated authority to monitor budget	\$0
	Limited approval authority for purchase	\$0
	Purchase only with higher level approval	\$0



Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
x	Hire	x	Assign Work
	Transfer	x	Recommend salary adjustments
x	Discipline	x	Approve requests (i.e. leave)
	Dismiss	x	Respond to complaints/grievances
	Layoff	x	Conduct performance assessments
	Promote	x	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
x Teaching faculty	6	2.33
Classified staff	0	0
x Unclassified staff	1	1.0
Student Employees (average per term)	0	0
Other (specify)	0	0

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
As delegated by the Provost, and subject to Provost approval, incumbent formulates, implements, evaluates, approves and modifies policy, procedures and programs related to (1) academic program review and assessment of student learning outcomes at the university and program level, in consultation with Program Assessment Leads, Division Chairs and Deans; (2) oversight of core university academic programs, including procedures related to staff supervision.

Additional Information:

List any additional information that would help describe the nature of the position.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date



Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		