

American University of Sharjah

Position Description
Vice Provost for Undergraduate Affairs and Instruction
15 March 2010

Responsibilities:

Reporting to the Provost and in collaboration with the Deans, department heads, program directors, and faculty, the Vice Provost for Undergraduate Affairs and Instruction is responsible for establishing and implementing policies and practices that ensure the sustained improvement of the University's capacity for delivering baccalaureate education of the first order. The Vice Provost is responsible for planning and implementing programs that support the faculty in their efforts to provide a curriculum that leads to the best possible learning outcomes for our students. Fulfilling this responsibility is accomplished through the following activities, and others besides:

1. Plan, implement, and administer programs that will enhance the capacity of the faculty to deliver education of the highest possible quality;
2. Establish programs for determining best pedagogical practices and introducing them to faculty at AUS;
3. Lead efforts to reform and refine the University's general education program in liberal learning;
4. Establish mentorship opportunities for more experienced faculty to provide support and training to junior faculty in order to improve classroom technique and to enhance the student experience;
5. Improve our mechanisms for measuring teaching effectiveness and for providing appropriate feedback to individual faculty members for their use in improving learning outcomes;
6. Create an aggressive program for improving the use of current and cutting-edge instructional technology to enhance teaching and improve student learning;
7. Facilitate special programs to ensure optimum student outcomes, such as a program in English across the curriculum;
8. Broaden the range of professional training and development activities for faculty to ensure that AUS becomes a recognized leader in pedagogical innovation and experimentation;
9. Oversee undergraduate Academic Advising;
10. Develop and oversee academic support programs that are responsive to the particular needs of AUS students to ensure their abilities to achieve the highest possible level of success;
11. Facilitate a comprehensive program to assess learning outcomes and to use data to facilitate improvements in the academic program;
12. Plan and implement a program for ensuring that leadership is a core component of the baccalaureate experience at AUS;

13. With other outreach offices within the University, ensure a comprehensive program of academically based internships and career placement for graduating students and alums;
14. Serve as liaison to committees of the Faculty Senate with regard to the undergraduate program;
15. Promote programs to introduce research as an increasingly important element in baccalaureate education.

Qualifications:

The Vice Provost for Undergraduate Affairs and Instruction should hold a terminal degree in a discipline offered at the University and should be a scholar of note with a firm commitment to promoting undergraduate education within an international setting. Additionally, this officer should have substantial experience and a distinguished track record as a teacher in a college or university setting, with particular experience in promoting effective teaching and advancing best pedagogical practices among peers. The Vice Provost for Undergraduate Affairs and Instruction should have a demonstrated commitment to integrative education and to scholarship as a critical element of the undergraduate experience.

This is a new position for the University, and the first incumbent will necessarily be a person of entrepreneurial spirit and innovative style. The new Vice Provost for Undergraduate Affairs and Instruction will establish the administrative processes that will support the faculty in the delivery of undergraduate education of the highest order. The Vice Provost develops and oversees, directly and indirectly through subordinate officers, an array of offices conducive to improving teaching and to ensuring the highest quality of undergraduate education. Among these will be an office of faculty development for improving pedagogical practices at the University. In addition, the functions of instructional technology, academic advising, assessment, and academic achievement center report to the Vice Provost for Undergraduate Affairs and Instruction.

The Vice Provost for Undergraduate Affairs and Instruction will serve on the Council of Deans. This officer will likewise be a member of the Provost's Council.