



MERCYHURST

UNIVERSITY

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Erie, PA 16546

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mercyhurst.edu

Associate Vice President for Curriculum and Instruction

Job Title:	Associate Vice President for Curriculum and Instruction
Department:	Office of Curriculum and Instruction
Reports to:	Vice President for Academic Affairs
Full/Part Time:	Full-Time
Classification:	Administrative
Closes:	Open Until Filled

SUMMARY

The Associate Vice President for Curriculum and Instruction oversees a number of processes at the institution including university-wide tasks such as academic scheduling, promoting data-informed decision making throughout academics, compliance with regional and programmatic accreditation standards, assessment of academic learning outcomes and Academic Affairs administrative objectives.

DUTIES AND RESPONSIBILITIES

- Works with VPAA to manage academic program review processes
- Monitors all forms and processes related to curriculum and program development
- Develops and manages all global programs
- Works directly with faculty on curriculum design & implementation and all programming
- Works with deans and the VPAA to manage academic schedules and course offerings to ensure that the needs of students are being met in the scheduling process
- Works with the VPAA to manage faculty load considerations
- Monitors and oversees the REACH curriculum
- Monitors and approves applications for all curriculum innovations and changes
- Coordinates and maintains articulation agreements with other institutions
- Oversees efforts on the behalf of academics for regional and programmatic accreditation

- Monitors and implements compliance solutions to applicable external agency requirements, laws/regulations, and accreditation standards; stays current with accreditation standards and policies as well as state and federal regulations
- Oversees the writing and submission of regional accreditation filings and reports as they relate to academics
- Ensures that documents related to compliance, accreditation, and regulation are distributed and stored appropriately
- Leads in establishing and maintaining sane & sustainable practices in academic programs along with their assessments & accreditations
- Oversees comprehensive and cohesive outcomes assessment plans and practices for all academic units, degree programs, and the general education curriculum
- Ensures maintenance of a comprehensive academic-wide assessment database and reports on the assessment activities within academics
- Promotes and oversees distance learning and ensures compliance with accreditors
- Promotes effective and efficient use of data across all units within academics

EDUCATION AND EXPERIENCE

A master's degree or higher in educational research, educational evaluation, or a related field from an accredited institution with at least five years of experience in a higher education setting and two years of administrative responsibility, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge in the following areas should be clearly demonstrated: accreditation processes, curriculum development processes, assessment tools and techniques, proficiency in using databases, spreadsheets, word processing, and other data analysis tools.
- An ability to learn the processes and see connections between the educational and administrative aspects of a university that are critical for success.
- A service-minded and student-centered view of the educational system.
- Leadership skills required to manage direct reports and participate in cross-functional teams
- An ability to work collaboratively with people from diverse backgrounds
- Excellent written and oral communication skills, including the ability to read and interpret documents and the ability to write reports and correspondence
- Other necessary skills are: ability to apply common sense understanding to carry out instructions furnished in written, oral, or pictorial form; ability to deal with problems involving several concrete variables in standardized situations; very good interpersonal skills; exceptional problem solving ability; ability to analyze and synthesize large amounts of data; exceptional pattern-recognition ability; service oriented; able to work independently and under pressure, on multiple tasks/deadlines/priorities

Application Process:

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.