

**NIPISSING UNIVERSITY  
POSITION DESCRIPTION**

<b>POSITION:</b>	Director, Teaching and Learning
<b>DEPARTMENT:</b>	Teaching Hub
<b>EMPLOYMENT DEFINITION (STATUS):</b>	Full-time Administration
<b>SALARY LEVEL:</b>	SL 8
<b>SUPERVISOR:</b>	Provost and Vice-President, Academic

**SUMMARY OF FUNCTIONS:**

Reporting directly to the Provost and Vice-President, Academic, the Director, Teaching and Learning will provide academic and administrative leadership to the creation and fostering of overall excellence in teaching, and a commitment to student-centred education to enhance the learning environment and student learning experiences for Faculty and students, both undergraduate and graduate, in order to contribute to recruitment and retention at Nipissing University.

**DUTIES & RESPONSIBILITIES:**

**Leadership and Enhancement of Scholarship in Teaching and Learning and of Curriculum Design (45%)**

- In consultation with the Deans and staff, create and communicate a strong narrative on excellence in teaching and learning at Nipissing that includes providing high calibre teaching and course development for (online) learning
- Develop and implement a biannual work plan for the Teaching Hub
- Develop a strategy to support online learning opportunities, with a focus on quality curriculum and assessment practices
- Support Faculty in their application of best practices in teaching assessment and collaborative learning
- Contribute to instructional space design
- In collaboration with UTS, share in the management of a learning management system
- Facilitate and support engagement with Indigenous ways of knowing, teaching, and learning
- Support development of models of experiential learning in consultation with Deans, Faculty, and staff
- Support integration of instructional technologies in consultation with Deans, Faculty, and staff
- Recognize and support excellence in teaching and learning across a broad range of disciplines and levels in credit and non-for credit programming (e.g. introductory courses to graduate seminars to extended learning)

**Administration & Operations Management including Fiscal Responsibility (45%)**

- Manage daily operations, budget and staff of the Teaching Hub to provide to provide high calibre teaching and course development for (online) learning and ensure resources are well deployed and managed and, more specifically, that there is effective organization and assignment of work, good supervision, attention to staff development, and sound administration of pertinent collective agreements and university policies
- Make application for funds available for teaching and learning through government grants and other agencies, under the direction of Provost
- Promote and support internal and external teaching awards and fellowships
- Participate on committees related to teaching, learning, and online technology, especially the Senate Committee on Teaching and Learning as a resource
- Collaborate on and oversee special projects and university initiatives related to teaching and learning, as directed by the Provost

- Set goals for performance and deadlines in ways that comply with the University's plans
- Participate in the Annual Performance and Development Process as required in conjunction with the Human Resources Department
- Supervise and assess, employees in the Teaching Hub as well as oversee their professional development and training
- Assist with resolving concerns or issues brought forward by employees
- Participate in the hiring of new employees within the department
- Provide training and oversee the orientation of new employees

### **Relationship and Partnership Building**

**(10%)**

- Oversee production of Annual Reports and other key communications for distribution to the university community on teaching and learning
- Publicize funding opportunities, teaching awards and professional development
- Ensure operations are evaluated and assessed in accordance with established University policies and procedures
- Contribute to a diverse and inclusive working and learning environment
- Develop and maintain collegial and professional relationships with internal and external stakeholders
- Represent the university through participation at relevant professional conferences and meetings, and continued membership as appropriate
- Support the implementation of recommendations on teaching and learning arising from internal and external reviews
- In conjunction with the Provost and Vice-President, Academic, ensure that Chairs, Directors, Faculty and students, both undergraduate and graduate, receive appropriate orientation, training, supervision and support of teaching and learning
- Participate in the development of university strategy and policies and in institutional management as a member of the administrative staff
- Communicate and explain institutional policies and decisions to the Faculty
- Promote the university's Indigenization and internationalization plans and processes by assisting as a subject matter expert with academic programming, curriculum transformation, and supporting international development initiatives
- Advise the senior administration of external developments of interest to the university and of their potential implications and suggest possible responses on the part of the university
- Participate in internal and external quality assurance and accreditation proceedings

### ***Other duties as assigned.***

### **QUALIFICATIONS:**

**Education:** A minimum of a master's degree in a relevant field is required.

*Training and/or experience may be substituted for formal academic training at the discretion of the University.*

### **Training, Experience, Knowledge & Skills Required:**

- Minimum five to seven years of progressively responsible management experience in a university environment
- Demonstrated accomplishments in a university administrative role, with strong analytical, organizational, managerial, and leadership skills, with the ability to see the bigger picture for the long-term benefit of the Faculty and the university
- Experience working in contexts created to support the furthering of teaching excellence, such as centres of teaching and learning
- Exceptional communication skills with the ability to use new and multiple media, and the ability to interact successfully

with multiple constituencies and stakeholders and promote the Faculty both internally and externally

- Understanding of best practices for quality assurance in higher education, and detailed knowledge of the Ontario Quality Assurance Framework
- Ability to use and create planning platforms and processes to support change
- Ability to support institutional adoption of new educational technologies
- Ability to support institutional adoption of new pedagogies including assessment methodologies
- Ability to support teaching and learning in a multi-cultural context
- Ability to develop professional learning opportunities related to teaching and learning for Faculty, staff, and students
- Fiscal responsibility and accountability, experience with budgeting
- Team building skills and a proven capacity to work constructively as both a team member and team leader at a variety of levels
- Entrepreneurial skills, new ideas, energy and public savvy — a partnership-maker who can build bridges and develop good relationships, both within the Faculty and the University
- The capacity to balance the autonomy, different interests and viewpoints of Faculty members with the need for an overall shared vision, identity and commitment
- The capacity to articulate a position, build a strong argument and present it to appropriate bodies, as well as the ability to be goal-oriented while remaining attentive to collaborative processes
- The ability to make sound, fair and perhaps difficult decisions
- Strong conflict resolution and interpersonal skills
- An understanding of institutional and fiscal realities, and the ability to work effectively within them, and prioritize and delegate appropriately
- Vision and leadership capabilities to communicate objectives and to present confidently to various audiences
- Understanding and commitment to working with students that reflects the student-centred focus of Nipissing University
- Familiarity with best practices in strategic planning, risk management and funding development
- Strong knowledge of provincial and federal agencies and funding sources
- Strong conceptual skills to understand the goals of the University and how the functional areas within the Dean's portfolio affect the University, employees, and ultimately our students
- Ability to foster and maintain relationships using good judgment, tact, diplomacy and discretion

#### **RELATIONSHIPS/CONTACTS:**

**Supervised by:** Provost and Vice-President, Academic

#### **Positions Supervised:**

- Senior Instructional Designer
- Secretary D, Teaching Hub
- Teaching Hub Technologist
- Learning Systems Technologists

**Internal Contacts:** Students, Staff, Faculty

#### **External Contacts:**

- Provincial and National online and blended teaching and learning associations
- National and international service providers

#### **PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:**

- Must be able to work in a fast-paced office where competing deadlines must be met on time
- Must be able to work in a stressful setting where the demands of online and blended courses, educational projects,

and other teaching and learning initiatives at Nipissing University need to be balanced

- Majority of time spent in normal office conditions
- Extended periods working at a computer
- High level of interruption
- Stress at peak periods

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**I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.**

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee (Signature)

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date