

Classification	Administrator
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Pay Group:	14

JOB DESCRIPTION – DIRECTOR, TEACHING AND LEARNING

NATURE AND SCOPE OF WORK

Reporting to the Vice-Provost & AVP Academic, the Director of Teaching & Learning is a leader who contributes to transformational learning and excellence in teaching aligned with the purpose and values of the university. The director is responsible for leadership in the work of growing, developing and evolving the strategic directions of faculty teaching and learning programs and services, digital learning, and open education in support of student success. Working strategically with the university and academic plans, the role provides senior level direction and operational activities in support of the scholarship of teaching and learning, curriculum (re)design and assessment of learning, interdisciplinarity in teaching, and academic integrity. Advancing Indigenization, internationalization and a range of decolonizing approaches in teaching and learning collaboratively with a variety of university constituents is also part of this role.

Through collaborative and facilitative approaches, the director fosters, supports and leads teaching and learning initiatives that promote inclusive learning environments, attitudes, and actions, and advance equity in educational experiences.

ILLUSTRATIVE EXAMPLES OF DUTIES

Program Development and Management

- Responsible for the strategic direction, operational leadership and organization of the Center for Teaching Excellence (CTE)
- Oversees the day-to-day operations of the CTE including programs, activities, communication, budget and staffing
- Collaborates with the deans, Faculties, and departments to ensure that new and continuing faculty have the pedagogical tools to enhance teaching effectiveness and student success.
- Proactively develops teaching and learning programming for enhancing student success for diverse student populations
- Oversees processes and activities with academic integrity awareness, education, and promotion (faculty and students)
- Responsible for promoting and integrating the scholarship of teaching and learning and connecting evidence-based teaching practices that support student success
- Leads a relevant and evolving robust faculty development program, including workshops, series, and guest speakers including a focus on academic integrity
- Provides leadership and support for digital literacy, digital learning best practices and education technology approaches and new developments

- Provides support and leadership in leading pedagogical practices, both in in-person and online venues, supported by (and informing) assessment initiatives
- Plans and administers an annual Teaching and Learning Symposium
- Champions, promotes, supports and extends the use of online resources and open educational resources by faculty members and within the university
- In collaboration with deans, and other constituents (e.g., IT, Senate, Facilities), leads and coordinates an evolving university plan for online learning (various modes and digitally-supported/enhanced learning)
- Promotes Capilano University as an institution of academic and teaching excellence

Faculty & Learning Support

- Supports faculty in effective teaching, and the scholarship of teaching and learning
- Provides leadership for mentoring programs/approaches within Faculties for new and continuing faculty (in collaboration with deans, chairs, and coordinators)
- Creates orientation programming in collaboration with other units, and offers new faculty orientation a minimum of twice annually
- Provides a range of opportunities for faculty development of pedagogical best and leading practices and instructional design (workshops, training, etc.) as guided by an annual plan
- Contributes to and supports faculty and programs in ongoing reflection and assessment for curricular development and curriculum renewal
- Works with educational developers, faculty and others to deliver programming and strategies for assisting faculty in linking student success outcomes to their teaching practices
- Provides pedagogical leadership, guidance, and support for the use of educational technology
- Coordinates regular surveys of faculty for areas of interest and need in teaching and learning focused professional development
- In collaboration with university constituents, supports the development of joint professional development opportunities for faculty and professional service staff across the university campuses and learning locations that supports student success

Administration

- Liaises and collaborates with constituents across the campus to ascertain faculty professional development topics and aspirations, and academic student learning needs with education technology and on-line/distributed learning
- Develops and implements ongoing assessment plans for the CTE activities. Prepares analytical reports for planning, accountability, and assessment purposes. Implements quality assessments of programs
- Prepares and oversees annual results based planning, operational plans and budget reports
- Develops 3-5 year plans for teaching and learning and the CTE aligned with the university plan and the academic plan (integrated planning, operational plans)

- Develops and manages budgets in concert with the expectations of senior leaders
- Collaborates with Information Technology for digital advancement/transformation supporting high-quality teaching and learning
- Represents teaching and learning, CTE and faculty professional development needs and accomplishments on various institutional committees and task forces including Senior Leadership Council
- Provides teaching and learning leadership with academic quality assurance activities, including program development and review in collaboration with academic planning and Faculties
- Leads development of appropriate and relevant policy and procedures through a consultative process
- Participates in and coordinates with regional groups, such as the BC Teaching and Learning Council
- In collaboration with directors, deans, and faculty furthers internationalization and Indigenization of curriculum (teaching and learning foci)
- Actively seeks and secures external grants to help fund educational development activities
- Contributes to the provincial (and national as applicable) leadership of teaching and learning supports for effective and scholarly teaching
- Attends and presents at regional and/or national conferences contributing to the academic leadership of teaching and learning
- Fosters and maintains a collaborative team-based work environment with CTE and within and across academic and senior leadership
- Other related duties

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrated ability to communicate diplomatically and effectively with a diverse group of faculty, administrators and staff both individually and in group settings
- Demonstrated (recent) scholarly activity and/or research in teaching and learning
- Knowledge of current research in teaching and learning, best and leading practices, and standards of teaching excellence
- Broad understanding of, commitment to, and vision for open education, micro-credentialing, open badging, and blended learning
- Knowledge of current and emerging (academic) approaches with student retention and persistence
- Demonstrated ability to plan and implement pedagogical workshops through university partnerships and develop/lead workshops as needed
- Effective analytical and report writing skills
- Demonstrated grant writing abilities
- Demonstrated competencies in supervising others
- Skill in interviewing, selecting and orienting faculty as workshop and event speakers

- Ability to work independently and as a team member, manage time well, and communicate effectively in multiple ways
- Demonstrated depth of understanding of the use of education technology in support of teaching and learning

REQUIRED EDUCATION AND EXPERIENCE

- Earned doctorate in educational leadership, adult learning, curriculum or a related field
- A combination of faculty (teaching) and progressive leadership and administrative experience in post-secondary (university preferred)
- Successful direct supervisory experience of unionized and excluded staff
- Demonstrated ability to work collaboratively with a range of colleagues, and with faculty in seconded positions to achieve established goals
- Experience in budget management, digital literacy and digitally supported learning, and leadership within a unionized environment
- Extensive experience in the scholarship of teaching and learning, best and leading practices of teaching and learning standards, and implementation of workshops and resources, preferably at a post-secondary educational institution.