

Title: Associate Director for Program Innovation and Strategic Initiatives

Primary Purpose: To oversee curriculum management/development and provide guidance on SHPRS undergraduate and graduate programs (online and immersion).

Essential Functions (What, How and Why):

- 1) Coordinate scheduling process with SHPRS Scheduling Manager and the disciplinary AHUSs to maximize our teaching efforts and enrollments
- 2) Confer with SHPRS Director and Assistant Director of Academic Operations on the budget and to fill curriculum needs
- 3) Serve on the SHPRS Executive Committee
- 4) Serve on HST, PHI, and REL undergraduate studies committees
- 5) Coordinate with SHPRS Undergraduate Advising Team to ensure students' successful progress through degree programs
- 6) Working with SHPRS faculty and leadership to continue developing new and innovative course and program offerings
- 7) Guide the process of applying for courses to receive General Studies designations
- 8) Handle student issues not resolved at the AHUS level as well as academic dishonesty and integrity appeal cases; including student grievances and discipline
- 9) Approval of grade changes
- 10) Coordinate Annual Undergraduate Catalog Review
- 11) Support SHPRS Director of Online Programs in coordinating the with EdPlus and The College for undergraduate and graduate programs
- 12) Help facilitate SHPRS partnerships with the Learning Enterprise
- 13) Help coordinate the updating of SHPRS and disciplinary bylaws, guidelines, and procedures

Course release: 2 per AY