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