



CANDIDATE PROSPECTUS

Assistant Vice Provost for Faculty Development
and Applied Research in Learning Innovation

September 2023



THE ORGANIZATION

Duke University was created in 1924 through an indenture of trust by James Buchanan Duke. Today, Duke is regarded as one of America's leading research universities. Located in Durham, North Carolina, Duke is positioned in the heart of the Research Triangle, ranked annually as one of the best places in the country to work and live. Duke has more than 15,000 students who study and conduct research in its 10 undergraduate, graduate, and professional schools. With about 40,000 employees, Duke is the third largest private employer in North Carolina, and it now has international programs in more than 150 countries. *Learn more about Duke University at <https://duke.edu/about>.*

Duke Learning Innovation and Duke Continuing Studies are being restructured to create one strategic organization envisioned as an engine for academic innovation under the Office of Learning Innovation and Digital Education. The organization creates and delivers programs and services to lifelong learners from pre-college to post-career worldwide. The mission to put Duke on the map as a powerhouse of innovative lifetime education is shaping not only the future of learning at the university but also the learning experience and engagement of Duke's global network and beyond, with affordable programs expanding access to high-quality higher education. *Learn more about Duke Learning Innovation at <https://learninginnovation.duke.edu>. Learn more about Duke Continuing Studies at <https://learnmore.duke.edu/about>.*

THE POSITION

The Office of the Vice Provost for Learning Innovation and Digital Education is seeking an outstanding individual with exceptional academic, strategic, and interpersonal skills to join the team as the Assistant Vice Provost for Faculty Development and Applied Research in Learning Innovation. The person filling this position will work under the direction of the Vice Provost for Learning Innovation and Digital Education and work closely with the Learning Innovation leadership team and Duke University stakeholders to strategically advance the culture of research, assessment, and analytics in teaching, learning, future of higher education, and higher education talent strategy.

The Assistant Vice Provost for Faculty Development and Applied Research in Learning Innovation oversees the organization's faculty development, research, evaluation, and learning analytics work and plays a critical role in efforts to continuously improve teaching and learning practices, understand impact, and inform systems change. This is an important role for Learning Innovation and an exciting opportunity for a strategic thinker and people-first leader to drive research and advance organizational innovation priorities in service to our mission and purpose.

SCOPE OF RESPONSIBILITIES

- In support of the Vice Provost for Learning Innovation's strategic priorities, develop a strategy for gathering learner and learning data and assessment that ensures the consistency, adequacy, and accuracy of the data.

- Facilitate the increased use of timely, actionable data in teaching and learning across Duke, using a variety of statistical models and analytical tools. Ensure that the results and insights gained from assessment and analytics inform improvements to advance learning pre-K through grad.
- Oversee the design, validation, implementation, analysis, interpretation, and reporting of research that focuses on outcomes assessment, curriculum review, and student retention, across all learning environments including credit and non-credit learning activities.
- Oversee faculty development in learning innovation, the planning, implementation and assessment of activities to foster innovation in uses of technology for teaching and learning, and innovation in teaching generally, both online, hybrid, and in-person.
- Develop course and program level assessments. Work across different levels of the organization to provide expertise in assessing educational experiences and success of both current learners and graduates. Consult on program evaluation design and implementation to faculty and staff across the university.
- Hire, supervise, and mentor staff, student workers, and graduate students.
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them utilizing new technologies or approaches.
- Collaborate with other units and divisions to streamline procedures for data gathering, reporting, data management and data sharing about learning activities with internal and external constituencies.
- Partner with faculty and others in securing external grants related to learning and teaching. Serve on university

committees and working groups. Present and publish scholarly work.

REQUIRED QUALIFICATIONS

- This position requires research production, communications, analytical, and organization skills generally acquired through the completion of a Doctoral degree in analytics, informatics, behavioral or social science, education, or a related field with statistical analysis and quantitative research foundations.
- The position also requires a minimum of 10 years of applicable work experience in analytics, data science, business intelligence, institutional research, faculty development, or related fields, preferably in higher education.

REQUIRED EXPERIENCE

- Experience developing innovations in data science, analytics, research, and associated methodologies and technologies.
- Experience in course or program assessment and development techniques, learning outcomes, and teaching effectiveness.
- Experience leading faculty development in learning innovation/academic technologies.
- Experience with business intelligence (BI) tools (e.g., Cognos, Argos, Tableau, Excel).
- Experience in statistical modeling, data analysis, reporting, or equivalent quantitative analysis.
- Experience leading the work of research staff and/or graduate students.

- Advanced knowledge of relational databases and experience designing, maintaining, and reporting from large databases and multiple tables.
- Ability to query enterprise databases by programming complex queries.
- Excellent analytical skills with demonstrated ability to solve problems.
- Ability to plan, execute, and control a project, establishing realistic estimates and reporting timelines.
- Advanced knowledge to perform statistical tests and create models (T-tests, ANOVA, regression models).
- Ability to visualize data into interactive tables and charts (preferably using Tableau, R, or Excel).
- Ability to work with diverse constituents at all levels of the Institute as well as external stakeholders to develop and implement successful assessment and analytics plans.
- Excellent writing and spoken communication skills.

PREFERRED EXPERIENCE

- Knowledge and contribution to the literature on learning and assessment.
- Solid understanding of Learning Management Systems.
- Experience in building and maintaining predictive models.
- Experience in educational technology and the higher education sector especially online and lifelong learning.
- Experience in programming languages, including Perl/SQL.
- Experience with research in macro-educational data, workforce development, and higher education policy.

WORKING CONDITIONS

- Hybrid work schedule (i.e., primarily working remotely with both the option to have in-office work days as well as the need to attend certain meetings on campus).
- Possible evening and weekend work and occasional travel.

TO APPLY

Submit your resume and CV online by visiting
<https://academicjobsonline.org/ajo/jobs/25706>

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunities without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas-an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.