



CANDIDATE PROSPECTUS

Assistant Vice Provost for Learning
Innovation and Assessment

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>.*

Duke Kunshan University is a world-class liberal arts university based in Kunshan, China, that offers a range of high-quality,

innovative academic programs for students worldwide. It was established in September 2013 as a U.S.-China partnership between Duke University and Wuhan University. The core educational offering is a four-year undergraduate degree program featuring an integrated and multi-disciplinary curriculum, with an effective blend of Chinese, American, and global techniques and values and a culture of academic excellence and freedom. *Learn more about Duke Kunshan University at <https://www.dukekunshan.edu.cn>*

THE POSITION

The Assistant Vice Provost for Learning Innovation and Assessment is responsible for building and implementing a program of research and development that underpins a culture of continuous improvement in teaching, learning, and curricular design for Duke Kunshan University (DKU) and that links Duke University and DKU in support of the same.

Based at Duke University and situated within Duke's Office of the Vice Provost for Learning Innovation and Digital Education (OVPLIDE), this position will develop and oversee a strategic approach to institutional innovation and curricular and learning assessment at DKU and build the supporting tools and infrastructure that generate educational insights and enable ongoing innovation.

This position collaborates with administrators and faculty at DKU on the development of faculty capacity to develop institutional learning outcomes, effective pedagogy, and authentic assessment, sharing DKU's experience and lessons learned with

higher education peers. It encourages Duke and DKU faculty collaboration in research and practice.

This position reports to the Vice Provost for Learning Innovation and Digital Education at Duke (VPLIDE). It has a dotted reporting line to the DKU Dean for Academic Strategy and Learning Innovation based at Duke overseeing the DKU Institute for Global Higher Education.

SCOPE OF RESPONSIBILITIES

- Collaborates with DKU and Duke administrators and faculty to develop DKU signature habits and skills that undergird the DKU Curriculum.
- Facilitates the development of a curriculum map that tracks and maintains the presence of these habits and skills throughout the DKU curriculum.
- Leads the development and implementation of a research-based outcomes assessment process at the institutional level for curricular design, teaching, and learning that takes place inside and outside the formal classroom. Chairs the DKU University Assessment Committee.
- Guides the building of learning analytics tools from which academic leaders, faculty, and students can derive important educational insights.
- Facilitates the evolution of faculty teaching evaluations in partnership with DKU committees and offices to build robust and systematic mechanisms for demonstrating pedagogical effectiveness in the appointment, promotion, and tenure process.

- Liaises between Duke and DKU to enhance the capacity of both institutions in pedagogy, curriculum design, and institutional innovation and advises staff at DKU on implementing any assessment structures developed or maintained as part of those duties.
- Collaborates on and leads efforts to enable faculty to measure signature habits and skills appropriately at the course and institutional level and develops and delivers DKU faculty development programs that support authentic assessment strategies and effective pedagogy.
- Leads efforts as part of DKU's Institute for Global Higher Education to share DKU's experience and the lessons learned from it with the broader learning innovation community, publishing and presenting publicly the work accomplished by DKU's faculty, students, and curriculum.
- Enhances engagement of DKU faculty in collaborative research to advance DKU's reputation for innovative teaching and learning and encourages Duke and DKU faculty collaboration on curricular development, assessment, and learning innovation.
- Consults with the DKU Institute for Global Higher Education, including the Office of Executive Education and the Center for Teaching and Learning, and with OVPLIDE on developing online, hybrid, and in-person non-degree programs, professional development seminars, and training modules for higher education administrators, leaders, policymakers, and academics.
- This role includes other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position supervises the Assistant Director of Assessment at DKU and any staff in that office, providing direct oversight of the office's engagement with faculty and faculty bodies related to curricular development and learning objectives, teaching and learning assessment, and learning innovation. The position also supervises the Curriculum Designer/Developer in Duke VPLIDE office. May hire and supervise student workers and/or interns.

EDUCATION

- Required: MA or PhD/EdD and at least 10 years of relevant work experience.
- Preferred: Degree in assessment, program evaluation, learning sciences instructional design, education, social sciences, or related field.
- Mandarin language skills are preferred but not required.

SKILLS

- Creativity, adaptability, and the ability to inspire other staff members, lead a team to successful execution through detailed planning, enact careful training, and create a trusting team dynamic.
- Demonstrated ability to work independently and as part of a team, a self-starter who takes the initiative and desires to work across units to support cross-team initiatives.
- Capacity for high-level strategic thinking coupled with strong project management and organizational skills.
- Excellent writing and presentation skills, including experience writing reports for university and external audiences and ability to relate well to various faculty and professionals in different fields.

- Advanced knowledge of both statistical analysis and interpretation generally acquired through at least three years of relevant research experience in an institution of higher education.
- Familiarity with the use of technology in education, e.g., online teaching and learning, classroom technologies, distance learning, videoconferencing, and communication.
- Intermediate to advanced skills with all components of Microsoft Office (Word, Excel, Access, and PowerPoint).
- Familiarity with data management and analysis tools such as Access, Crystal Reports, Tableau, NVivo, etc.
- Advanced experience with Qualtrics survey software and experience creating visualizations of data using tools such as Excel or Tableau.

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).
- Based in Durham, North Carolina, and available during regular hours in East Coast and Midwest time zones. Possible evening and weekend work.
- Periodic travel to China is required.

TO APPLY

Apply online by visiting <https://careers.duke.edu/job/Durham-SR-DIR%2C-DKU-LEARNING-INNV-ASSESSMENT-NC-27710/1070134300/>

Duke University prohibits discrimination and harassment and provides equal employment opportunity 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 is committed to recruiting, hiring, and promoting qualified women, minorities, individuals with disabilities, and veterans.