



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 04/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director of Undergraduate Academic Programs

JOB SUMMARY

Directs university-wide undergraduate academic programs; to include Core Curriculum and First-Year Experience courses. Consults with Texas Higher Education Coordinating Board (THECB) and TWU Director of Academic Assessment to provide structure and support to assessment and reporting of TWU core curriculum and academic program review. Serves as liaison between THECB and university chairs and faculty regarding core curriculum development and implementation. Directs the First Year Experience including: oversight of course content and delivery; selection, training, and evaluation of instructors; and evaluation of course effectiveness. Collaborates with the Director of Assessment to coordinate periodic program self-studies for all undergraduate degree and certificate programs. Collaborates with Vice Provost to develop and implement Undergraduate Studies policy and practice related to undergraduate students' academic progress standards. Coordinates activities and meetings of the Undergraduate Council. Work is performed independently under limited supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with University Policy & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice Provost, Undergraduate Studies & Academic Partnerships

Supervises: Instructors and mentors for freshman seminar (approx. 23 sections), clerical support staff.

ESSENTIAL DUTIES - May include, but not limited to the following:

- Directs university-wide undergraduate academic programs; to include core curriculum and First-Year Experiences courses.

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- Consults with Texas Higher Education Coordinating Board and TWU Director of Academic Assessment to provide structure and support to assessment and reporting of TWU core curriculum and academic program review.
- Directs the First-Year Experience including: oversight of course content and delivery, selection, training, and evaluation of instructors; and evaluation of course effectiveness.
- Assists department chairs and faculty in the development of undergraduate degree programs in accordance with accreditation standards, state guidelines, and University policy.
- Collaborates with Vice Provost to develop and implement Undergraduate Studies policy and practice related to undergraduate students' academic progress standards.
- Prepares annual reports regarding Institutional Improvement for Undergraduate Studies and Academic Partnerships.
- Conducts intervention meetings with undergraduate students on academic probation or suspension.
- Collaborates with Executive Director of Pioneer Center for Student Excellence to prepare grant proposals seeking funding to support undergraduate academic excellence.
- Assists faculty in coordinating courses offered for dual credit in partnerships with independent school districts.

ADDITIONAL DUTIES

- Coordinates proceedings of the Undergraduate Council.
- Coordinates externally funded projects; i.e.: Advancement via Individual Determination (AVID)
- Performs other duties as requested.

EDUCATION

Master's degree required. Ph.D preferred.

EXPERIENCE

Three years experience in higher education setting.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of Texas requirements for development and implementation of core curriculum.
- Knowledge of best practices in curriculum development and implementation.
- Knowledge of SACSCOC principles related to development and implementation of core (general education) curriculum.
- Knowledge of State and Federal laws pertaining to students rights (i.e. FERPA; Title IX, etc.)
- Best practice in higher education student retention and success.
- Principles of institutional assessment, effectiveness/continuous improvement.
- Ability to create and manage an academic department budget.
- Ability to organize and execute strategic planning..
- Knowledge of office practices and methods, of university electronic programs, and of university programs, policies, and practices.
- Ability to rapidly acquire a working knowledge of the TWU policies and organization; ability to interpret and apply program rules and regulations; reason logically, draw valid conclusions and make appropriate recommendations; ability to participate in and contribute to group meetings, conferences, and interviews.
- Ability to communicate promptly, strategically, and effectively, orally and in writing.
- Ability to successfully train others and adapt training to needs of the trainees; ability to present clear and concise information orally and in written reports; establish and maintain cooperative working relationships with faculty, staff, students; work effectively and interdependently in a diverse university environment; interpret and apply federal, state, and university policies and regulations.
- Ability to use initiative and resourcefulness in work assignments and in implementing long-range improvements.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to use electronic resources to effectively support advising and student progression to degrees.
- Ability to represent the academic unit and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.

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