Position Description
Assistant Provost for Academic Assessment
December 2, 2019

Boston University invites applications for the position of Assistant Provost for Academic Assessment. A large, private, urban research university with a richly diverse population of nearly 34,000 students, Boston University is committed to continually advancing the quality of student learning through a broad range of assessments. The Assistant Provost for Academic Assessment provides leadership on all academic assessment matters. Working in partnership with the senior officers with oversight of Undergraduate and Graduate education, the Assistant Provost actively collaborates across the university to coordinate the University’s learning outcomes efforts and provide support to faculty, staff, departments, schools and colleges in developing effective strategies to assess student learning across all demographics in face-to-face, blended and online programs, and in co-curricular and extra-curricular programs. The assistant provost works with faculty, with school/college administration and staff, and with program directors in supporting their efforts to refine student learning outcomes at all levels, interpreting and using the results of assessment to improve curricula and advance effectiveness in inclusive pedagogy and co-curricular outcomes. Additionally, the assistant provost provides expertise in assessing learning outcomes for the BU Hub, BU’s new general education program launched fall 2018, and works with the Center for Teaching & Learning and the Office of Digital Learning & Innovation to connect assessment with the efforts of those units to advance teaching and learning across multiple modes of instruction.

The Assistant Provost reports to the Associate Provost for Undergraduate Affairs and works in close collaboration with the Associate Provost for Graduate Affairs and the Associate Provost for Diversity and Inclusion. This position can be structured either as a full-time staff position or as a faculty leadership appointment for a fixed term.

**Essential Responsibilities**

1. Provide expert guidance on all university assessment efforts (35%)

   - Provide expertise and guidance to the campus community in planning, implementing, and evaluating meaningful assessment across graduate, undergraduate, co- and extra-curricular programs.
   - Work closely with school/college faculty, administration, staff, and program directors in supporting efforts to refine student learning outcomes at the college/school, program and course level, select appropriate measures for student learning outcomes, design efficient and meaningful assessment processes, and "close the loop" by using the results of assessment to improve curricula and advance effective pedagogy.
   - Collaborate with the Center for Teaching and Learning and Digital Learning & Innovation in supporting the faculty’s development of courses for the BU
Hub including connecting learning outcomes assessment to the efforts of those units to gather and convey knowledge of effective pedagogical strategies in face-to-face, blended and online courses.

2. Lead university-wide groups engaged in assessing learning outcomes or in assessing other key educational processes (40%)

- Chair the Graduate and Undergraduate Assessment Working Groups, the university bodies comprising representatives from BU’s 17 Schools/Colleges responsible for ensuring effective learning outcomes assessment of all academic programs and co-and extra-curricular activities.
- Serve as a member of the BU Hub Council to implement ongoing assessment of general education as the basis for the program’s evolution in the coming years.
- Lead efforts to implement the recommendations of the University Task Force on the Evaluation of Teaching, announced May 4, 2017 jointly by the Provost and the Associate Provosts for Graduate and Undergraduate Affairs and chaired by the Assistant Provost for Academic Assessment.
- Participate in the Assessment of Academic Advising as part of the university initiative to advance academic advising. This includes co-chairing the committee charged with developing assessment of Academic Advising campus-wide, and participating in the 40-member university-wide Advising Network’s discussions of the role of assessing the quality of academic advising.
- Work with faculty, staff and school/college administration on developing assessment methods for academically related projects and initiatives related to inclusive pedagogy, inclusive co-curricular programs, and other efforts to ensure full participation.

3. Other university-wide responsibilities (25%)

- Represent Boston University with our university accreditor, New England Commission of Higher Education, along with other members of the Office of the Provost.
- Play a key role in communicating the institution's assessment efforts to various constituencies, including the accrediting agencies;
- Participate in the University’s Academic Program Review process to evaluate academic programs every 7 years.
- Work with faculty, staff and school/college administration on writing grants for external funding to support innovative assessment;
- Collaborate with and provide thought-partnership to data-centric endeavors related to the University’s goals of becoming a more diverse, inclusive, and equitable institution (ex: institutional climate survey, BU Diversity & Inclusion programs, etc.)
- Serve as a member of the administrative team for BU’s participation in the AAU PhD Education Initiative.
• Oversee the implementation of the recommendations of the PhD Core Competencies Taskforce.
• Provide guidance on the assessment of responsible conduct of research programming.

Education and Experience
• Advanced degree required, PhD preferred
• A thorough understanding of academic culture and the environment of a large research university
• At least 3 years’ experience with learning outcomes assessment at a major research university
• Experience teaching in a major research university
• Demonstrated ability to inspire and lead faculty
• An understanding of assessment practices that recognize and reduce bias
• Excellent writing and presentation skills