

Terms of Reference

Associate Dean - Teaching and Learning (ADTL) Faculty of Arts, University of Calgary

The Associate Dean - Teaching and Learning (ADTL) provides strategic leadership in areas related to faculty teaching and undergraduate student learning in the Faculty of Arts.

Leadership activities include developing, promoting, implementing, and evaluating initiatives that advance these areas. The ADTL builds and maintains relationships between the Faculty of Arts and other faculties and units in the University of Calgary to develop and advance initiatives related to teaching and learning. The ADTL chairs the Teaching and Learning Committee, and reports directly to the Dean, Faculty of Arts.

The position is housed in the Program Information Centre (PIC), where the ADTL has an office and administrative support.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- * Oversees all areas of teaching support, including workshops/colloquia, mentorship, instructional technologies/active learning; and implementing recommendations of the E-Learning Advisory Committee
- * Administers faculty-level interdisciplinary academic programs, including the Arts and Science Honours Academy
- * Oversees faculty-level awards, nominations, and grants to recognize effective teaching and other contributions to the learning and teaching environment
- * Responsible for curriculum renewal and flexibility across departments, programs and units in the Faculty of Arts
- * With Vice-Dean, establishes and maintains indicators of faculty teaching performance for merit and promotion. Works closely with departments to review and evaluate existing indicators, and ensures that they are clear and transparent
- * Assists Associate Dean - Undergraduate Programs and Student Affairs as needed, on matters including advising, discipline, and appeals
- * Stays current with pedagogical approaches, technologies, policies, and ideas by attending conferences and reviewing literature
- * Initiates and maintains communications (including social media) between the PIC, Heads, faculty, staff, and students for teaching support and consultations on issues and initiatives
- * Oversees the Faculty of Arts' contributions to university-level plans and priorities for teaching and learning, including the Eyes High goals; the Academic Plan; and the Taylor Institute for Teaching and Learning (2016)
- * Works with the Office of the Provost (Vice-Provost Teaching and Learning), the Teaching and Learning Centre and representatives of other faculties on teaching-related initiatives, programs, and committees outside the Faculty of Arts
- * Advises the Dean on resource needs for the development, promotion, and evaluation of teaching-and-learning-related initiatives and programs
- * Oversees the Faculty of Arts' Co-operative Education Program
- * Performs other ad hoc duties and responsibilities as defined by the Dean