Academic Excellence Faculty Fellow
Position Description

Apply by December 11, 2016

The Academic Excellence unit within the Office of the Provost is seeking a Faculty Fellow for spring 2027, with the possibility of renewal for the following academic year, contingent on funding. Under the direction of the Director of Academic Excellence, the fellow will support annual assessment and academic program review by coordinating these processes, identifying opportunities for improvement, and developing recommendations. This work will clarify expectations, support continuity across review cycles, and help programs use assessment findings to inform student learning and curricular improvement. The position will focus on the areas described below.

Annual Assessment

- Facilitate the annual assessment report and survey process, provide guidance to programs, and identify support needs across programs.
- Provide consultation on learning outcomes, assessment methods, interpretation of findings, and use of results.
- Assist with coordinating the annual assessment calendar, communicating expectations and deadlines, maintaining submission records, and following up with programs.

Academic Program Review

- Support departments with self-study guidance, evidence organization, external review logistics, and action plan follow-up.
- Assist with coordinating the program review calendar and tracking progress based on the timeline.
- Help maintain consistent records and identify opportunities to make the process clearer and more useful to faculty and department leaders.

Office Planning and Coordination

- Work with the director to map current processes, identify improvements, update guidance and resources, and develop recommendations for the office's organization and future priorities.

Compensation/Work Expectations:

- 6 units of assigned time for spring 2027, equivalent to approximately 16 hours.
- The appointment may be renewed for the following academic year, contingent on available funding, continued need, and satisfactory completion of the agreed work plan.
- Regular check-ins with the director will support clear priorities, manageable assignments, and consistent tracking of deliverables.

The selection process will consider the following:

- Demonstrated experience in annual assessment or academic program review.
- Collaborative work with faculty and support for faculty-led academic processes.
- Ability to organize academic processes, communicate expectations, and track progress and deliverables.