

**Official Title: Associate Provost (Teaching and Learning)**

**Pay Schedule: AD-09**

**Tenure/Non-Tenure Track**

**A. Summary:** The Associate Provost works directly for the Provost and Academic Dean on a range of issues in support of the delivery of NPS' academic/education programs. The work performed is to develop and execute policies and procedures for management and administration of NPS' education support units in furtherance of effective teaching and learning in the academic/education programs.

**B. Duties:** The Associate Provost (Teaching and Learning)

- **Management:** organizes, plans, budgets and manages the assigned education support unit(s) to provide academic/education support services and programs for NPS;
- **Academic Policies:** develops and coordinates academic policies and regulations associated with supporting education delivery, and teaching and learning activities;
- **Teaching and Learning:** promotes continuous improvement of faculty teaching and student learning activities;
- **Accreditation:** supports the Office of the Provost and Associate Dean for Assessment toward assurance of NPS' accreditation;
- **Learning Spaces:** coordinates with the Director of ITACS (Information Technology and Communication Services), and the graduate schools to develop and assemble learning spaces recapitalization requirements, by capturing requirements and identifying funds to support them;
- **Coordination:** coordinates with the graduate schools and the Vice Provost, Academic Affairs, to provide effective support for the delivery of NPS' education programs;
- **Consultation:** provides academic advice, service, or consultation to Naval and Defense activities and the larger community of scholars and others, as required;
- **Other:** performs other duties commonly understood to be faculty duties, as required.

**C. Scope of Duties:** The Associate Provost, Teaching and Learning, works independently under the direct supervision of the Provost and Academic Dean. The Associate Provost supervises civilian staff to include the Graduate Education Advancement Center and the Office of Teaching and Learning (Faculty Development). The Associate Provost has significant off-campus impacts through services offered to DoN activities, DoD activities, and professional organizations.

**D. Qualifications:**

- A doctoral or other terminal degree in a discipline relevant to the school; or a master's degree in a discipline relevant to the school combined with significant leadership experience gained as a senior military officer (i.e., O5 or higher); or as a senior manager at the department/division head level in a university or other large and diverse organization.
- Significant administrative experience (typically 4 years or more) as a departmental chair, associate chair, academic associate or equivalent experience in one or more accredited institutions of higher education or equivalent experience; and,
- Significant accomplishments in education, research and/or service commensurate with appointment as a senior faculty member.

**E. Special Requirements:** Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum; incumbent required to file OGE 450, Confidential Financial Disclosure Report.