



**THOMPSON RIVERS UNIVERSITY**

**Director, Curriculum Development and Delivery  
Full-Time, Ongoing**

**DUTIES:**

**About the Position**

Under the general direction of the Associate Vice-President, Open Learning, the Director, Curriculum Development and Delivery (the Director) will provide vision, leadership and operational direction for the creation and evaluation of promising practices and approaches to open learning (including open educational practices, learning design, and online teaching and learning). They will be responsible for the overall coordination of the curriculum portfolio, including new course and program development and the coordination of the curriculum renewal/revision process. They will provide academic leadership and support for Open Learning Faculty Members (OLFMs) in their pursuit of online teaching excellence and will support the development of promising practices through scholarly approaches and research. They will liaise with academic departments to coordinate and troubleshoot curriculum development plans. They will build on OL's expertise to help build institutional capacity for development of responsive curriculum for its students, e.g., OERs, Indigenization. The Director will participate in TRU governance as a member of the Open Learning Division senior leadership team and through participation and membership in the Teaching and Learning sub-committee of senate, the Educational Program Committee, and the Academic Planning and Priorities Committee. They will also work with external partners such as BC Campus, OERu, and others to help build recognition and credibility for open learning practices through national and international networks.

**About Open Learning**

As a division, Open Learning (OL) is the primary expression of TRU's commitment to open access as identified in the Act. Celebrating forty years of excellence in distance and open education, OL has played a critical role for learners unable to access formal post-secondary education through individual circumstance or opportunity. Hallmarks of OL's approach to open access include one of the most progressive residency requirements in Canada that allows for the significant acceptance of formal, informal and non-formal learning; and a curriculum development and delivery model that allows learners access to quality post-secondary education at a time and place that meets their needs. Today, OL has approximately 240 OLFMS, supports over 500 courses, and has over 23,000 enrolments each year from students across Canada. (To learn more about Open Learning see About OL.)

**About Curriculum Development & Delivery**

The curriculum development and delivery unit within open learning encompasses three key areas that work together to support the learning design, maintenance and delivery of Open Learning courses. The learning design team, reporting to the Chair of the Learning Design and Innovations department, is responsible for leading new course development and helping maintain and revise current courses. They provide expertise in learning design, online and distance pedagogies, and open educational practices while also supporting various initiatives related to curriculum design across the institution. The curriculum services team, led by the Associate Director, provides editing, copyright clearance, resource support and overall portfolio management of the curriculum lifecycle. This team works to maintain and build quality assurance and to meet intellectual property needs for the whole institution. Finally, the delivery support team is responsible for the effective delivery of all courses and encompasses OLFMs along with a team that provides needed supports. Reporting to the Associate Director, the Program Delivery team is responsible for the effective delivery of all courses in Open Learning. This delivery involves, but is not limited to, the recruitment and selection of OLFMs, providing delivery support to OLFMs, addressing student appeals, reviewing and processing academic integrity cases, resolving varied student and

OLFM issues/conflicts, scheduling Open Learning courses, resolving issues related to Open Learning course materials, providing orientation and technical support for OLFMs, scheduling and administering all Open Learning final exams and organizing an annual OLFM workshop. The CD and D team works closely with Faculties and Schools, the Registrar's Office, IT, and other departments on campus to provide a flexible and quality learning experience for all OL students. The Director also collaborates closely with the Director of Innovation and the Director of the Centre for Excellence in Learning and Teaching to operationalize and implement educational technologies and their required supports.

## **MAJOR RESPONSIBILITIES**

### Leadership

- Provides inclusive leadership and support to one academic department (Learning Design and Innovations) and two administrative units (Curriculum Development and Delivery).
- Champions and integrates evidence-based and data-informed best practices in online teaching and learning, learning design and curriculum development in open and online distance education.
- Supports a responsive approach to the delivery of distance, blended and online teaching and learning.
- Contributes to the overall strategic direction and operation of Open Learning, through active participation in the Open Learning Leadership team and other campus wide committees and projects.
- Advocates for the adoption of open educational resources and practices.
- Supports the strategic priorities of the institution, including globalization and indigenization of curriculum and teaching practices.

### Engagement

- Works collegially with Instructional Designers, Open Learning Faculty Members (OLFMs), campus faculty and other subject matter experts including external contractors in the development, delivery and maintenance of open learning and blended courses and programs.
- Proactively liaises with institutional stakeholders to develop course, program and project proposals that support the needs of Open Learning students and the TRU Academic Plan
- Supports the engagement of the OLFMs.
- Fosters an engaging culture of learning, professional development, scholarly practice, research, dissemination of knowledge and continuous improvement.
- Represents the Curriculum Development and Delivery department on committees, councils, boards, and external events locally, provincially and at large, and as appointed by the President, Provost or Associate Vice-President, Open Learning.

### Management

- Ensures that systems, processes and procedures are in place to provide an integrated approach to project and priority management for all curriculum development, maintenance and revision of courses; and coordinates these aspects with the Learning Technology and Innovation team.
- Oversees the development and implementation of unit budgets and service plans.
- Manages relationships amongst multiple, complex collective agreements.

## **REPORTS TO**

Associate Vice-President, Open Learning

## **REQUIRED KNOWLEDGE/SKILLS**

- Earned doctorate in education or related field preferred
- Significant management experience in an academic setting, including working within academic governance and collective agreements
- An in-depth knowledge of educational theory and practices related to open, online teaching and learning and the use of educational technologies
- Demonstrated experience working within communities related to open, online distance education and open educational practices
- Growing domestic and / or international reputation in open and distance learning
- Record of research, publications and/or presentations in open and distance learning
- Ability to interpret and apply complex policies and procedures
- Ability to make strategic decisions and problem solve issues, communicating these effectively, and to take appropriate, effective action
- Analysis and critical thinking skills
- Financial management skills related to fiscal planning, budgets and project management
- Ability to effectively manage conflict and handle situations that require diplomacy and confidentiality
- Excellent organizational skills
- Excellent listening, communication, collaboration, and facilitation skills

**COMMENCEMENT OF EMPLOYMENT:** February 4, 2019

**REVIEW DATE FOR APPLICATIONS:** Applications will be reviewed commencing December 11, 2018, and may continue until position is filled.

Please apply here: <https://tru.hua.hrsmart.com/hr/ats/Posting/view/13345>