

Job Description



Job Title:	Curriculum Manager and Academic Integrity Coordinator
Department:	Arts Undergraduate Office
Reports To:	Administrator Officer Undergraduate Office
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	May 2019

Primary Purpose

As a senior administrative staff member in the Arts Undergraduate Office, this position oversees academic regulations, policies, and processes in Arts, being the primary resource for undergraduate officers and members of the Faculty on matters related to undergraduate curriculum policy and practice. Accountable to the Associate Dean, Undergraduate Programs, the incumbent records, manages, edits, and implements all revisions to the Academic Calendar on behalf of the Faculty of Arts. The incumbent is responsible for all aspects of the faculty's section of the University's Academic Calendar. This position is also accountable to the Associate Dean, Undergraduate Students for the administration of all of the Faculty of Arts Policy 71 cases.

Key Accountabilities

Curricular Change Management

- Develops, implements, and assesses the effectiveness of processes for curricular and calendar submissions and revision.
- In consultation with the Administrative Manager, manages/leads all administrative processes related to curricular change approval and tracking/maintenance within the Faculty of Arts.
- Takes the initiative to review processes and procedures in other Faculties to help improve the undergraduate operations in the Faculty of Arts.
- Acts as primary resource to the Associate Dean - UG Programs and to officers within the Faculty of Arts on curriculum matters, including rules and regulations.
- Ensures that Faculty of Arts undergraduate curriculum items are processed through all appropriate and necessary levels of approval in a timely and accurate manner.
- Oversees all retention and archival of curricular documents and data; uses database and records for research to support and advise the Associate Dean - UG Programs, officers of the faculty, and other areas of the university.
- Maintains an open, supportive, and collegial environment to ensure effective working relationships within the Arts Undergraduate Office and in the wider academic community within the Faculty of Arts.
- In collaboration with the Administrative Manager Undergraduate Office trains, advises, and supports Arts Faculty Undergraduate Officers and calendar representatives [approximately 60] on the intricacies of all aspects of curricular submissions and plan maintenance, specifically regarding course/plan submission procedures, and academic templates.

Academic Calendar Management

- The incumbent records, manages, edits, and implements all revisions to the academic calendar on behalf of the Faculty of Arts.

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- Maintains editorial responsibility for the Faculty of Arts' sections including accuracy of content, grammatical correctness, and compliance with accessibility legislation and UWaterloo style guidelines.
- Identifies text requiring revision for use in future calendars.
- Manages and conducts the annual Arts calendar meeting, calendar rep workshops, and proofing sessions for Arts calendar representatives to demonstrate new calendar procedures and to inform representatives of updated guidelines and deadlines.
- Attends the university-wide committee working group of Academic Calendar representatives to coordinate procedures and share best practices.
- Communicates regularly with the Registrar's Office and the Secretariat throughout the calendar revision and approval process

Faculty Committee Administration

- Submits items approved by the Undergraduate Affairs Group to Arts Faculty Council and Senate Undergrad Council for approval; ensures items approved by the Arts Regulations Committee are submitted to the Undergraduate Affairs Group for approval.
- Serves as Secretary to the Undergraduate Affairs Group: prepares agendas, records minutes, and ensures action items are duly resolved.
- Assists with maintaining databases of items approved/denied by the various committees referencing and archiving purposes
- Prepares reports for the Associate Dean, Undergraduate Programs on Examinations and Standings Committee activity and decisions

Policy 71 – Student Discipline

- Applies detailed knowledge of the relevant policies and academic records systems of the University throughout the discipline process.
- Initiates and maintains an individual file for Arts students involved in a Policy 71 allegation
- Advises students on procedures and communicates with them to arrange meetings with the Associate Dean, Undergraduate Students.
- Communicates with instructors for case information and procedures; obtains and submits grades on behalf of instructor; liaises with the Registrar's Office to issue and remove UR (under review) grades, disciplinary probation, and suspension notes as required.
- Compiles and manages case materials including allegation and case summary letters, evidence, CIS updates
- Sends decision to student and instructor on behalf of Associate Dean.
- Distribute files to other Faculties when cases involve students from other departments or when Arts students with files move into other Faculties.
- Follow-up on outstanding resolution items and monitors the progress of cases
- Liaises with the Academic Integrity Office to arrange the Academic Integrity Workshop.
- Compiles statistics related to Policy 71 yearly and as needed
- Maintains up-to-date allegation and summary letter templates
- Provides case information to the University Secretariat through their software program.
- In all instances maintains confidentiality and privacy of information.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

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Education <ul style="list-style-type: none">• University degree; equivalent combination of education and experience will be considered• Familiarity with arts disciplines an asset.
Experience <ul style="list-style-type: none">• Extensive administrative experience, with particular knowledge of Arts' Faculty structures, academic departments, and undergraduate programs. Detailed understanding of policies and procedures relating to the undergraduate curriculum and student discipline. Proven ability to work efficiently in a busy environment with numerous interruptions.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Exceptional attention to detail, process implementation, organizational, and communication skills.• Strong interpersonal skills are required to provide guidance and explain procedures, as well as communicate with students who are alleged to have committed an academic/non-academic offence and are often unhappy/scared/angry/unsure.• Independent judgement in areas of time-management, task prioritization, and problem solving.• Confidentiality, privacy, and a sensitivity to diversity• Knowledge of Policy 71 preferred• Advanced skills in MS Word, Excel, Access, SharePoint, and Adobe Professional• Extensive experience with UW web editing (ACMS, WCMS)• Familiar with student information systems: Quest, Schedule of Classes, ASIS, Campus Incident System

Nature and Scope

- **Contacts:** Frequent communication with varied groups of people to provide guidance, exchange information, take action, reach agreement, and negotiate. Internally – contacts include Arts Undergraduate Office members, undergraduate officers/Undergraduate Associate Chairs and department Chairs in the Faculty of Arts, department administrative staff (academic calendar and scheduling reps), instructors, Registrar's Office (scheduling staff, records and systems, academic calendar and communications), Office of the Dean of Arts, Director of Arts and Business, Secretariat, Arts Computing Office, New Media Services; Externally – undergraduate students to advise regarding procedure and make appointments.
- **Level of Responsibility:** Manages faculty-wide functions that are highly specialized – Policy 71 and Academic Calendar/curricular administration and change. Receives guidance from Administrative Manager and Associate Deans.
- **Decision-Making Authority:** Works with a high degree of independence and exercises judgment and discretion in the performance of duties subject to a broad set of directions and guidelines from the Associate Deans. Makes decisions regarding implementation and dissemination of information about Faculty and University policies and procedures as they relate to curriculum, calendar, and Policy 71.
- **Physical and Sensory Demands:** Demands are typical of an administrative position that functions within office and meeting environments. Exposure to a fast-paced service oriented environment with frequent interruptions.
- **Working Environment:** Conditions typical of office work and meetings. There are multiple and/or tight deadlines beyond one's control. Some interaction with students who are upset or angry. Deprivation caused by frequent interruptions. Work volume varies at different times of year.