Job Description

Job Title:	Specialist, Teaching Assessment Processes
Department:	Office of the Associate Vice-President, Academic
Reports To:	Director, Teaching Assessment Processes
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	May 2022

Primary Purpose

The Specialist, Teaching Assessment Processes is accountable to the Director, Teaching Assessment Processes, and will be responsible for operationalizing strategic initiatives for implementing, monitoring and maintaining an institution-wide shift to a holistic teaching assessment process that includes Student Course Perceptions (SCP) surveys, Peer Review of Teaching (PRT), Teaching Dossiers (TD), and strategies designed to facilitate the evaluation of graduate supervision (GS).

This role works in conjunction with the Director, TAP and will provide expertise in teaching assessment, and related research at an institution of higher education. The Specialist, teaching assessment processes will collaborate with the Director, TAP to develop materials for briefings for the university's senior academic leadership, including the Associate Vice-President, Academic, the Vice President Academic and Provost, and Deans' Council. Relying on knowledge of Waterloo's Structure and policies, this role will enhance the development and ongoing maintenance of the holistic model for teaching assessment and will work productively and respectfully with a wide-range of stakeholders, including, but not limited to: faculty, administrative staff, and students.

Key Accountabilities

Supports strategic development of the TAP portfolio

- Collaborates with the TAP Director to design systems and develop guidelines for best practices.
- Collaborates with the TAP Director to execute ongoing analysis of the various methods of holistic assessment data and writes reports for campus stakeholders.
- Manages campus-wide Peer Review of Teaching processes: coordinates with each Faculty to track PRT schedule, peer reviewer status and training, and PRT sessions and training.
- Manages planning and operational support, including strategic communications, for other TAP initiatives, including Student Course Perceptions and Teaching Dossiers.
- Leads the development of training materials for academic leadership and instructors based on best practices.
- Remains knowledgeable and well informed of the landscape of teaching assessment research; contributes to research projects, conducts data analysis, and writes reports as required.
- Directs and supports campus stakeholders with interpretation and helps to foster understanding of the new holistic methods of teaching assessment.

Operationalizes and manages processes for SCPs, RT, TD, and GS

- Operationalizes strategic initiatives developed by TAP Director.
- Designs, manages, coordinates, and evaluates TAP processes and timelines centrally for each Faculty.

- Implements and facilitates continuous improvement processes, including tracking stakeholder input and systematic recording of resulting changes to documentation.
- Supports strategic problem-solving and issues management.
- Maintains TAP website.

Supports relationship-building across the university

- Co-facilitates and supports stakeholder consultation sessions.
- Cultivates strong, ongoing relationships with Faculties.

Administrative management/coordination

- Co-ordination, co-facilitation and development of resources for meetings and consultations.
- Supports director's management of advisory committees.
- Participates in the hiring of and supervises co-op students occasionally hired for TAP projects.
- Provides research expertise and advice for continuous development of the holistic methods of assessment.

**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

Education

- Graduate degree and related research experience in the social sciences, or education-related field

Experience

- Five+ years' experience team-building and supervising staff in a teaching and learning focused environment within higher education
- Demonstrated success in team building
- Teaching experience beneficial

Knowledge/Skills/Abilities

- Comprehensive understanding of the landscape and research around teaching assessment
- Experience operationalizing and managing strategies within a university environment
- Experience having one-on-one discussions about sensitive subjects with various campus stakeholders
- Experience facilitating group discussions; experience conducting focus groups and analysing quantitative and qualitative data is an asset
- Proven ability to execute multiple projects and manage multiple priorities concurrently, meet tight deadlines, organize, and prioritize effectively
- Demonstrated proactive approach to implementation, problem-solving, making timely and effective decisions
- Experience with and understanding and managing the University of Waterloo's decentralized structure is an asset
- Excellent oral and written communication, team building, and problem-solving skills
- Respect for and sensitivity to disciplinary norms and the challenge of change management in academia
- Professionalism, tact, diplomacy, and creative problem-solving skills
- Strong interpersonal skills, with the ability to work both collaboratively and with a high degree of autonomy

Nature and Scope

- **Contacts:** Works closely with the Director, TAP and other members of the AVPA Office;. communicates and collaborates with administrative staff and leadership in Waterloo Faculties; collaborates with other Academic Support Units (particularly CTE), individual faculty, staff, and students. Influences and/or motivates internal contacts across all Faculties. Applies sound judgement, tact, and diplomacy in all communications and interactions.
- **Level of Responsibility:** Oversees institutional processes specific to instructors and academic leadership. Responsible and accountable for efficiently operationalizing strategic priorities identified developed by the Director, Teaching Assessment Processes in consultation with the university's senior academic leadership, including the Associate Vice-President, Academic, the Vice President Academic and Provost, and Deans' Council. Provides functional guidance and direction to others, including support staff in Faculties. Has responsibility for oversight of casual or temporary staff. Advises the TAP Director with respect to emerging situations and/or conflict requiring intervention or support.
- **Decision-Making Authority:** This position requires independent application of judgement in situations requiring interpretation, tact, and diplomacy. The Specialist will be expected to make independent decisions facilitating efficient implementation of TAP processes while exercising judgement about which decisions require consulting and communicating with the TAP Director
- **Physical and Sensory Demands**: Minimal demands; primarily operates within an office, on campus or at home.
- **Working Environment:** Hybrid – on campus and remote office work, with frequent meetings (online and in person)