Position Summary

**Classification**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Title:</td>
<td>PROJECT POLICY ANL SUPV 2</td>
</tr>
<tr>
<td>Payroll Title Code:</td>
<td>7395</td>
</tr>
<tr>
<td>Job Group:</td>
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<tr>
<td>Overtime Eligible: (FLSA)</td>
<td>Exempt</td>
</tr>
<tr>
<td>Employee Relations Unit: (Bargaining Unit)</td>
<td>99</td>
</tr>
<tr>
<td>Representation:</td>
<td></td>
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<tr>
<td>Salary Grade:</td>
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**Position Description**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Position Number: (Assigned when added to Library)</td>
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<tr>
<td>Dept:</td>
<td>CENTER FOR EDUCATIONAL EFFECTIVENESS (CEE)</td>
</tr>
<tr>
<td>Position:</td>
<td>Associate Director, Instructional Research &amp; Development</td>
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<tr>
<td>HEERA/Union Representation:</td>
<td>This position is not represented by a collective bargaining unit</td>
</tr>
<tr>
<td><strong>IMMEDIATE SUPERVISOR</strong></td>
<td></td>
</tr>
<tr>
<td>Supervisor Name:</td>
<td>Marco Molinaro</td>
</tr>
<tr>
<td>Supervisor Payroll Title:</td>
<td>Assistant Vice Provost for Educational Effectiveness and Director, Center for Educational Effectiveness</td>
</tr>
<tr>
<td>Supervisor Phone Number:</td>
<td>530-754-5305</td>
</tr>
<tr>
<td><strong>POSITION DETAILS</strong></td>
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<tr>
<td>Job Summary:</td>
<td>The Associate Director for Instructional Research &amp; Development (AD-IRD) partners with the Associate Director for Learning &amp; Teaching Support (AD-LTS) and reports directly to the Assistant Vice Provost for Educational Effectiveness (AVP-EE) and Center for Educational Effectiveness (CEE) Director. As a working manager/leader, the AD-IRD leads research and development of new methods, technologies and tools that translate educational findings into effective solutions that anticipate and address faculty and institutional needs with respect to instructional innovation, improvement and effectiveness.</td>
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</table>
Partnering with faculty and targeted instructional learning and innovation communities, the AD-IRD collaboratively conducts research and development focused on complex instructional issues and problems that impact curriculum, instruction, and assessment approaches and strategies with the goal of maximizing student outcomes, learning and success while improving departmental instructional outcomes and accountability. This work is meant to advance core undergraduate instructional capacity and capability across UC Davis and to provide collaborative leadership for academic program- and institution-level improvement and change efforts.

The AD-IRD provides management, administrative and budgetary oversight for the IRD programs, initiatives, and staff (2-5 academic and non-academic) managing and mentoring small teams that may include researchers, educational researchers/specialists, post-doctoral scholars and students (graduate and undergraduate).

As a member of CEE leadership, the AD-IRD cultivates partnerships with faculty groups, departments and colleges to support educational effectiveness and student success while ensuring that effective evidence-based approaches reach a large proportion of the UCD instructional community, and subsequently students, through collaboration on Learning and Teaching Support (LTS) efforts.

This position requires demonstrated in-depth knowledge of pedagogical principles, disciplinary-based educational literature across numerous disciplines, and experience in educational research efforts not limited to a single discipline, with the initiative to consistently stay at the forefront of scholarship in teaching and learning while making contributions at both local and national levels. The position requires strong research, development, administrative management, mentoring, teamwork, communication and ability to work with faculty across all university disciplines.

The AD-IRD, with CEE leadership, collaboratively manages CEE resources. The AD-IRD is a working manager that actively pursues external grant efforts to expand research and development efforts. The AD-IRD contributes to the development and support of a collaborative organizational culture between CEE and its partners, is capable of tackling complex problems, building a network of allies, and generating and/or embracing diverse and emerging ideas. The AD-IRD must manage rapid development and prototyping, consistent delivery of high-quality outcomes, and continuous improvement of instructional innovations while serving as an active working leader/manager.

**Campus Job Scope:**

The Center for Educational Effectiveness (CEE) works collaboratively and creatively with instructors and university academic administrators to foster, build, implement, and institutionalize effective instructional practices. CEE strives to enhance student learning, maximize instructional value, and improve retention rates and time to graduation for all students while making UC Davis the national leader in instruction and learning analytics. To achieve these goals CEE members measure, understand and optimize the instructional system; target interventions and resources where most needed; focus on areas with greatest potential for student/instructor impact; innovate instructional solutions via research and development; build sustainable instructional capability; and promote cross-campus communities committed to teaching and learning.

**Department Specific Job Scope:**

- Direct Supervision (2.0-5.0 variable FTE)
- 1.0 FTE Education Researcher
- 1.0-3.0 FTE Postdoctoral Scholar
- 0.5-3.0 Additional FTE possible pending successful grant writing outcomes

**Positions Supervised:**

<table>
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<tr>
<th>Essential Responsibilities:</th>
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<tbody>
<tr>
<td><strong>55% RESEARCH and DEVELOPMENT</strong></td>
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<tr>
<td>Lead and conduct internal CEE research and development efforts focused on maximizing the educational impact of instruction in areas including, but not limited to: curricular integration, assessment and measurement of instructional impact of pedagogical tools and methods; and systemic efforts/issues with broad outcomes that impact institutional priorities for student learning in introductory courses, retention, and reduction of performance gaps amongst diverse student populations.</td>
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<tr>
<td>Lead development and use of innovative instructional methods, technology integration and tools that translate educational findings into effective solutions that anticipate and address faculty and institutional needs. Focus on complex instructional issues and challenges. Co-manage and co-direct grant-based and instructional awards.</td>
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</table>
Lead the development, with close faculty collaboration, of alternative formative and summative measures of instructional effectiveness that go well beyond student end-of-class surveys.

Enable instructional improvement, with the AD-LTS, through support of scholarship of teaching and learning communities at UCD. Partner with participating faculty, as needed, to develop instructional project scope, methodology, research design, and assessment instruments/measures.

Collaborate with the AD-LTS and LTS members to adapt successful instructional approaches for broader application in LTS professional development offerings and practices that serve the entire range of instructional staff from faculty to students.

Write proposals for internal and external grant funding to support ongoing and new research initiatives, serving as Co-PI or PI as appropriate.

Collaborate with administrators, deans, department chairs, and faculty to plan, develop, and implement short- and long-term strategic approaches to achieve high-quality and efficient instructional systems and a culture of teaching excellence.

In collaboration with the AD-LTS and CEE specialists, evaluate, design, and implement strategic programs and activities to support diversity, retention, persistence, academic success, and timely degree completion for UCD students.

**25% MANAGEMENT & SUPERVISION**
Supervise and mentor IRD staff & academics, including assignment and direction of work, performance appraisals, and documenting performance issues.

Manage the IRD budget, including monthly monitoring, projections and yearly proposed budget preparation.

In cooperation with the AVP-EE and the AD-LTS, oversee and administer CEE daily operations and serve as a senior member of CEE able to advise the AVP-EE and UE leadership on CEE initiatives, programs, and services.

Identify and implement unit goals and priorities in alignment with the goals of CEE, UE, the Provost, and the Chancellor.

Cultivate development activities for IRD team members to enhance their professional growth.

**15% OUTREACH & DISSEMINATION**
Serve as one of the primary educational research and pedagogy experts responsible for updating CEE staff on innovative research as it relates to CEE’s mission and current IRD projects.

Author journal articles, books, white papers, research reports, video libraries, posters, and presentations to enhance the visibility and recognition of CEE research activities, and increase the impact of CEE projects in local, national and international organizations and settings.

**5% SPECIAL ASSIGNMENTS**
Assist UE units in other duties as needed, such as participation in intra-office workgroups, hiring committees, meetings, and program support.

**Physical Demands:**
- Sit for extended periods of time and extensive keyboard use.
- Conduct walking tours of buildings and climbing stairs.
- Lift and carry boxes of publications and equipment weighing up to 25 lbs.

**Work Environment:**
- Manage and complete projects in an open workspace environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities.
- Vacations restricted during peak periods.
- Work flexible schedule and occasional evenings and weekends as needed, usually on short notice to meet operational needs.
| Travel to various campus locations throughout the year. |
| Travel regionally and nationally as needed. |
| Employee is personally responsible for following health and safety guidelines/instructions. |
| UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. |

**Background Check Required:**

*This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.*

**Yes**

**QUALIFICATIONS**

**Minimum Qualifications:**

- Doctoral degree or the equivalent combination of education, training and experience from which comparable skills in the areas of instructional research and development were acquired and applied to the improvement of important issues in undergraduate education.
- Minimum of three years of experience in instructional development, experimentation, and support including—but not limited to—design, delivery, research, and assessment of teaching and learning improvement programs.
- Demonstrated record of direct involvement and scholarship in curricular and/or instructional innovation and assessment.
- Demonstrated ability to synthesize, analyze and present research data.
- Demonstrated record of fundraising/grant-writing involvement at the PI or Co-PI level.
- Demonstrated skills to conceptualize issues at high levels and translate them into long and short-term strategies and/or action to achieve goals.
- Demonstrated record of managing projects and associated staff.
- Experience with yearly budget processes and budget preparation.
- Experience using highly developed interpersonal, oral and written skills to communicate, interact and work effectively in a diverse environment with diverse populations.
- Demonstrated experience teaching at the college level.
- Experience with independent decision-making and implementing curricular changes/improvements.
- Proven written, verbal and computer skills to manage a high volume of electronic communication, author reports, prepare spreadsheets, prepare grant proposals, fundraise, and deliver presentations.
- Demonstrated job-related experience and commitment to diversity in the work/academic environment.

**Preferred Qualifications:**

- Demonstrated record of excellence in college-level teaching.
Three to five years of progressive leadership experience in instructional research, program development and implementation with political acumen to work in complex and high level faculty-led contexts.

In-depth active knowledge of statistical methods, qualitative/quantitative research methodologies, and data analysis and visualization.

Experience managing combinations of academic researchers, trainees, and/or project staff.

Nationally recognized as a leader in the development and implementation of curricular, instructional, and assessment innovations.

Previous experience in a campus-wide leadership role.

Experience using strong communication and interpersonal skills and diplomacy to function effectively among faculty, staff, high-level campus administrators and other constituencies to complete large-scale projects.

Skills to present to large audiences and provide facilitation and communication with high-level officials.

Decision making and problem solving skills to implement policy decisions and changes.

SIGNATURES

______________________________________________
Employee ____________________ Date
I have read this position description and understand its contents.

______________________________________________
Supervisor ____________________ Date
This position description accurately describes the essential responsibilities assigned to this position.

______________________________________________
Department Head ____________________ Date
This position description accurately describes the essential responsibilities assigned to this position.