McMaster University

Policies, Procedures and Guidelines

Complete Policy Title

Terms of Reference – Vice-Provost, Teaching and Learning

Policy Number (if applicable):

Approved by

Board of Governors
Senate

Date of Most Recent Approval

TBD

Date of Original Approval(s)

April 10, 2013

Supersedes/Amends Policy dated

April 10, 2013

Responsible Executive

Provost and Vice-President (Academic)

Policy Specific Enquiries

Provost and Vice-President (Academic)

General Policy Enquiries

Policy (University Secretariat)

DISCLAIMER: *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.*

SECTION I – PREAMBLE

1. The Vice-Provost, Teaching and Learning is a senior academic administrator with university-wide responsibilities primarily related to undergraduate education. The position has responsibility for matters related to the quality of teaching and learning on campus recognizing that teaching is linked to both student experience and to the development of faculty careers. The Vice-Provost, Teaching and Learning leads the identification, development, and implementation of initiatives critical to the mission and strategic direction of the University with a particular focus on enhancing the quality of teaching both within and beyond the classroom.

SECTION II – REPORTING RELATIONSHIPS

2. The Vice-Provost, Teaching and Learning reports directly to the Provost and Vice-President (Academic) and is critical in coordinating McMaster's goals related to achieving excellence in teaching and learning.

Reports to: Provost and Vice-President (Academic)

Directly Reporting Positions:

Director, MacPherson Institute for Teaching and Learning
Director, INSPIRE Office
Director, McMaster Continuing Education
Director(s), Office of Community Engagement
Director, Arts and Science Program

Collaborates with:

Deputy Provost
Vice-Provost and Dean, Graduate Studies
Vice-Provost (International Affairs)
Assistant Vice-President and Chief Technology Officer
Faculty Deans
Associate Vice-President (Students and Learning) and Dean of Students
Associate Vice-President, Equity and Inclusion
Associate Vice-President, Finance and Planning (Academic)

Key Committees

University Planning Committee (Member)
Provost's Council (Member)
Undergraduate Council (Chair)
Undergraduate Council Executive Committee (Chair)
Undergraduate Council Certificates and Diploma Committee (Member)
Undergraduate Council Curriculum and Admissions Committee (Member)
Undergraduate Council Awards Committee (Member)
Associate Deans Group (Chair)

SECTION III – COLLABORATION AND SUPPORT

3. Under the direction of the Provost and Vice-President (Academic), the Vice-Provost, Teaching and Learning is expected to work in close partnership with the Faculty Deans, the Deputy Provost, the Vice-Provost and Dean of Graduate Studies, and the Associate Vice-President (Students and Learning) and Dean of Students, to support a holistic approach to education at McMaster University.

SECTION IV – DUTIES AND RESPONSIBILITIES

4. The following responsibilities relate specifically to this key leadership position:

Advancing Teaching and Learning

i. Assists the Provost and Vice-President (Academic) in advancing excellence in teaching and learning, including the implementation of McMaster's teaching and learning strategy in collaboration with others.

ii. Oversees the MacPherson Institute for Teaching and Learning and provides leadership to support the achievement of teaching excellence, developing learning technologies, and fostering scholarship in teaching and learning.

iii. Develops partnerships with teaching and learning administrators across the post-secondary education sector, as well as external organizations like the Council of Ontario Universities (COU).

iv. Oversees the INSPIRE Office which includes intersession, INSPIRE courses, micro-credentials, and short courses.

v. Works in collaboration with the Deputy Provost to advance interdisciplinary programming across the institution.

vi. Works with the Provost and Vice-President (Academic) and Deputy Provost to oversee processes related to the evaluation of teaching at McMaster.

vii. Encourages the adoption of appropriate classroom and learning technologies that improve learning outcomes for students.

Quality Assurance

viii. Supervises internal quality reviews and planning for new undergraduate programs as mandated by the Ontario Universities Council on Quality Assurance, the Ontario Council of Academic Vice-Presidents, and the University's Institutional Quality Assurance Process (IQAP). Serves as the University's primary contact for the Ontario Universities Council on Quality Assurance. The Vice-President, Teaching and Learning will serve as Co-Chair of the internal Quality Assurance Committee with the Vice-Provost and Dean of Graduate Studies.

Community Engagement

ix. Oversees the Office of Community Engagement (OCE) and partners with the Co-Directors to develop, advance, and implement OCE goals, plans and objectives.

x. Oversees McMaster Continuing Education (MCE) and works with the Director to ensure sustainable and effective operations.

xi. Represents McMaster University on the CityLab Steering Committee and on other relevant community-based initiatives, as appropriate.

Committee Memberships and Oversight

xii. In consultation with each direct reporting group, effectively manages financial affairs to ensure sustainable operations of each respective group.

xiii. Serves as Chair of Undergraduate Council and sits on its Executive Committee, Awards Committee, Certificates and Diplomas Committee, and Curriculum and Admissions Committee. The Vice-Provost, Teaching and Learning is also a member of Senate and Chairs the Associate Deans Group.

xiv. In addition, other duties may be assigned by the Provost and Vice-President (Academic).

SECTION V – CONDITIONS OF APPOINTMENT

xv. The position of Vice-Provost, Teaching and Learning shall be held by a qualified faculty member appointed for a five-year term, renewable once. The individual will be selected by a Senate approved Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors.