Associate Vice Provost for the Core Curriculum

Position Description

The Associate Vice-Provost for the Core Curriculum (CC) shall be a tenured faculty member at UTSA and will report to the Vice Provost and Dean of University College. S/He will coordinate the on-going development, implementation, and evaluation of UTSA’s undergraduate general education program.

The general duties of the Associate Vice-Provost-CC will include working with the academic departments, the colleges, and the Faculty Senate to facilitate ongoing implementation, review, and revision of the Core Curriculum. In particular, the Associate Vice-Provost CC will chair the University Standing Committee on the Core Curriculum, charged with general oversight of the Core Curriculum, and the Core Curriculum Assessment Team (CCAT) that oversees general education assessment.

Specific duties of the Associate Vice-Provost-CC include:

- Monitoring the Core Curriculum as a whole and monitoring its impact on the various university degree programs.
- Promoting and monitoring delivery of the Core Curriculum at the Downtown Campus.
- Developing and implementing a comprehensive and regularized plan and means for assessing the general education program and its components with respect to the THECB-delineated objectives of the Core Curriculum.
- Reviewing, clarifying, and making recommendations regarding the alignment of UTSA Core Curriculum objectives and course specific objectives viz-a-viz the Texas Higher Education Coordinating Board requirements.
- Encouraging, promoting, and recognizing high quality teaching of courses contributing to the Core Curriculum.
- Pursuing grants and other sources of funding to enhance the general education program and/or for faculty development projects in relation to the Core Curriculum. Such activities may include working with the Teaching and Learning Center to sponsor faculty seminars and workshops on the teaching of Core Curriculum courses.
- Communicating and coordinating with other UTSA personnel regarding issues related to the Core Curriculum, e.g.: OIE, OIT, Registrar’s Office, etc.
- Staying abreast of THECB Core Curriculum requirements and expectations and communicating pertinent information to UTSA stakeholders.

The Associate Vice-Provost CC will also carry out other duties as assigned.