

Office/Department/Program: Vice Provost (Teaching and Learning): working to both the Office of the Provost and VP (Academic) and Centre for Teaching and Learning

Hiring Coordinator: Claire O'Brien

Hiring Coordinator Email: claire.obrien@queensu.ca

Job Title: Quality Assurance and Continuous Improvement Intern

Number of Positions: 2

Fellowship Mentor (if identified at this time): Within the VP (T&L) work team

Overview of department's role within the university administration

The Office of the Vice-Provost, Teaching and Learning provides leadership and guidance to numerous initiatives and supports that enhances student learning, instructional approaches, the Queen's University Quality Assurance Processes (QUQAP,) and the University's academic integrity practices. In collaboration with the Centre for Teaching and Learning, and the Office of Indigenous Initiatives, the Office partners with all Faculties to enrich opportunities to advance Indigenous, Decolonizing and Inclusive practices in curriculum, instruction and assessment.

Overarching goals and priorities related to EDII

We are committed to implementing the current institutional imperatives and the institutional priorities in teaching and learning of:

- Decolonizing Queen's curriculum (The processes of acknowledging the Eurocentric bases of knowledge and research in the academy and of broadening conceptions of what counts as sources of knowledge, research, and knowledge creation.) and
- Inclusion (Creating a campus environment that is designed to welcome, value and invite different identities, backgrounds and perspectives)
- Partnering and supporting the Office of Indigenous Initiatives in "building community, advancing reconciliation/conciliation and integrating Indigenous ways of knowing and being into the fabric and life of the university's" teaching and learning environments and opportunities.

Work environment

Interns will work collaboratively with staff from the Office of the Provost and VP, Academic and the Centre for Teaching and Learning (together referred to as the VP (T&L) work team). This involves meeting (face-to-face or remotely), collaborating on written reports and working documents and presenting overviews and summaries of work progress and about work products.

Project Details and Learning Outcomes

Queen's University Quality Assurance Processes (QUQAP) create a framework for continuous curricular improvement. In support of these processes, there is a need to review and (re)establish the status of institutional recommendations arising from previous cyclical program reviews, and associated activities or responses.

During the internship, interns will work collaboratively to develop an institutional understanding on the status of recommendations. This work process involves the following activities:

- examining QUQAP reports, multi-stakeholder recommendations (Faculty/Departmental and Queens University), and continuous curricular improvement plans established from previous review processes
- cross-referencing current recommendations with supporting offices (e.g. CTL, VP T&L, Departmental etc.) to establish the current status of curriculum improvement and enrichment in EDII

Contributing to supports for recommendations involves the following:

- Producing reports and appropriate summary files or databases of recommendations etc.,
- Presenting findings and overviews of findings and work projects back to the VP T&L work team
- Discussing and providing feedback on resources and resource production – in support of advancing continuous curricular improvement processes.

Desired Qualifications and Abilities

During this internship, the intern will further develop the ability to:

- Understand and interpret established guidelines, procedures, and processes for collaborating within the VP T&L work team and communicating and consulting with campus partners
- Communicate clearly and professionally with campus partners
- Manage time and meetings using an Outlook calendar
- Work independently in a highly collaborative team environment
- Use an EDII lens when contributing to feedback on resources or resource development
- Utilize interpersonal skills to build positive and productive working relationships with senior administrators, staff and students
- Demonstrate strong time management and organizational skills required to manage competing priorities and to meet project timelines
- Demonstrated analytical, interpretive, research and problem-solving skills.
- Ability to synthesize information from a wide variety of sources, including textual and qualitative sources.
- Demonstrate strong written communication skills and oral presentation skills in both in-person and remote contexts
- Demonstrate proficiency in the use of personal computers and the software applications normally associated with them (i.e., Microsoft Office, web browsers, etc.).
- Demonstrate commitment to principles of equity, diversity, accessibility, inclusion, Indigenization, and human rights for equity deserving groups. Respects diversity and promotes inclusion in the workplace
- Develop an understanding of academic program organization and governance and the relationship to continuous curricular improvement at the institutional level
- Develop the ability to identify and comment on best practices documented in the QUQAP materials and supporting materials.