



Job Description

Associate Director, PhD Program in Visionary Practice & Regenerative Leadership

REPORTS TO: Director of the PhD Program in Visionary Practice & Regenerative Leadership

SUPERVISES: Graduate assistants

POSITION SUMMARY: The Associate Director supports the VPRL Director in upholding academic excellence, supporting transformational learning, and in short and long-term planning and strategic initiatives. The Associate Director facilitates VPRL assessment processes to ensure continuous quality improvement of courses, requirements, academic policies and procedures; keeps all handbooks and catalog copy current. Partners with faculty on curriculum design and delivery, including successful scaffolding and delivery of all courses and requirements within a student-centered, transformational, and consciousness-based educational environment. The Associate Director collaborates closely with Student Services to bridge academics and student affairs and create an integrated student experience that supports student retention and success. Other key responsibilities include direct engagement in admissions, recruitment, and retention; co-organizing and team teaching three on-ground residency courses; and partnering with Wisdom Councils to support doctoral fieldwork and dissertation completion.

DUTIES & RESPONSIBILITIES:

Curriculum Oversight & Teaching:

- Participates in hiring and onboarding of new core faculty, faculty mentors, faculty midwives, and SDS faculty.
- Trains new faculty in course design and course set-up in Populi.
- Works closely in partnership with Midwives and Wisdom Councils.
- Oversees the graduation clearance process.
- Assists Director in planning, preparation, implementation, and team teaching the three residency courses.
- Assists with embedding the VPRL Doctoral Dispositions into courses, policies, and procedures.
- Serves as the Institutional Review Board Coordinator to coordinate the work of the IRB.
- Schedules and attends VPRL Core Faculty meetings, Faculty Mentor meetings, and Faculty Midwife meetings.
- Serves as Course Leader on selected courses to partner with faculty on quarterly syllabi revision and Populi course set-up each quarter.
- Oversees the Self-Directed Study (SDS) proposal and approval process to include training students, mentors, and SDS faculty in the SDS process.

Student Support:

- Schedules and meets quarterly with the all-student cohort.
- Meets individually with students as needed.
- In close coordination with Student Services, partners on academic advisement and program planner updates.
- Collaborates with Student Services to plan, organize, and implement an annual New Student Orientation process.
- Collaborates with the Student Services to develop robust and responsive co-curricular activities that support and enhance the curriculum.
- Works closely with the Student Services to bridge academic affairs and student affairs to maintain integrated student experiences that support student retention.

Assessment & Continuous Quality Improvement:

- Provides oversight for the WellSpring ePortfolio, including maintaining the tech platform, training students and faculty, and facilitating integration with courses.
- Oversees the step toward Candidacy, which includes the completion of the ePortfolio and the writing of the Synthesis Essay.
- With Director, supports assessment, evaluation, and continuous improvement of VPRL courses, requirements, processes, and policies, including coordination of one Learning Circle per year, gathering data and preparing reports for annual Academic Assessment Retreat and accrediting bodies.
- With Director, engages in student recruitment and retention, includes developing and implementing retention strategies.
- With Director, schedules and documents graduate exit interviews.

Academic Administrative Leadership:

- Oversees regular updates and distribution of VPRL Handbooks (Faculty Handbook; Student Handbook; Wisdom Council Handbook; Faculty Mentor Handbook)
- Provides VPRL Catalog updates to the Academic Support Services Coordinator
- Oversees VPRL Website updates and VPRL Populi site updates
- Creates & distributes quarterly class schedules with Core Faculty and Director
- Collaborates with the Director, core faculty, and faculty mentors to develop faculty recruitment, training, mentoring, performance evaluation, and professional development systems and processes that support faculty excellence and retention
- Works closely with the VPRL Director to ensure high functioning and efficient academic operations that support student success

Networking & Professional Development

- Maintains membership in appropriate professional organizations and seeks opportunities to deliver presentations and professional development trainings regionally, nationally, and internationally.
- Attends relevant professional meetings and conferences

- Seeks opportunities to include doctoral students and faculty in professional networking and professional development opportunities.

Other duties as assigned.

KNOWLEDGE, SKILLS & DISPOSITIONS:

- Understands, embraces, and enacts the College's mission of *Transforming Consciousness through Education*
- Embodies, enacts, and models the core values of the College: *Partnership, Empowerment, Mindfulness, Service, and Love*.
- Embodies and expresses the doctoral dispositions, including: *willingness to repair, ability to be comfortable with discomfort, ability to give and receive feedback, humility, courage, creativity, presence, motivation, and focus*.
- Demonstrates an exceptional commitment to diversity, equity, inclusion, and culturally responsive practices
- Strong interpersonal skills (e.g. non-violent/compassionate communication) and excellent written and verbal communication.
- Project management and ability to work independently on multiple and complex tasks and projects.
- Ability to effectively partner when providing team leadership and facilitate groups.
- Capacity to design and improve systems and processes to best meet student needs.
- Data analysis and reporting.
- Proficiency with technology, especially educational technology, ability to train others and implement technological solutions.
- Conflict mediation.

REQUIRED QUALIFICATIONS:

- PhD in an interdisciplinary, multidisciplinary, or transdisciplinary field or subfield.
- A minimum of three years of higher education administrative experience or comparable organizational team leadership experience.
- Familiarity with doctoral education and at least 3 years of successful graduate higher education teaching experience.
- Successful experience overseeing academic programs (online and/or on ground).

PREFERRED QUALIFICATIONS:

- Experience leading program-level accreditation processes.
- Successful experience with and commitment to transformational and consciousness-based teaching, learning, and leadership.
- Preference will be given to applicants living in or around Santa Fe and/or willing and able to relocate.