

RICHARD JACOB PANOFSKY

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ADMINISTRATIVE POSITIONS

1996 – PRESENT	ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS/GRADUATE STUDIES University of Massachusetts Dartmouth North Dartmouth, Massachusetts 02747
1991 - 1996	ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS University of Massachusetts Dartmouth North Dartmouth, Massachusetts 02747
1989 - 1991	ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS Southeastern Massachusetts University North Dartmouth, Massachusetts 02747
1986 - January 1989 1985 - 1986	ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS; ASSISTANT ACADEMIC DEAN New Mexico Highlands University Las Vegas, New Mexico 87701
1988, 1987, and 1986	DIRECTOR, SUMMER SESSIONS New Mexico Highlands University
1981-1985	CHAIR, DIVISION OF HUMANITIES New Mexico Highlands University

ADMINISTRATIVE ASSIGNMENTS

Supervision of a range of academic support programs: Reporting to me are the Office of Graduate Studies, University Registrar's Office, Academic Resources Center for tutorial and skills centers; Academic Advising Center with comprehensive freshman year program; University Enrollment Services Center for "one-stop" enrollment and student financial services).

Administration of the university's graduate processes, including admissions, graduate assistantships, degree progress and completion, the thesis process, and one-stop services. The role includes graduate program development, planning, and evaluation. Serve as Chair of the campus Graduate Council.

Academic program review and faculty and program development: curriculum review; academic

data management and accountability; needs assessment; instructional objectives and mission; program planning and development. Serve as liaison to the central UMass administration for new programs. Serve as Institutional Liaison to UMass Dartmouth's regional accrediting association (New England Association of Schools and Colleges).

Represent UMass Dartmouth at the University of Massachusetts level in new academic program development, university enrollment planning, cross-registration, institutional research and accountability. Leadership role in maintaining and developing academic information in the campus student information system and assisting in the transition to a new data system (PeopleSoft)

Institutional Research: supervising a small staff with responsibility for institutional research for academic and fiscal planning and external reporting. Representing UMass Dartmouth on the University of Massachusetts Institutional Research Group.

Academic policy and procedure, including serving as ex-officio administrator on the Student-Faculty Academic Affairs Committee that recommends on academic policy.

Enrollment Management: Long-range enrollment and retention planning; academic resources allocation and short-range implementation of enrollment plans. Providing admissions and enrollment targets and applying these to providing sufficient seats for students. Member of an institutional enrollment planning committee along with Directors/Associates for Admissions, Continuing Education, Financial Aid, Fiscal Affairs, Housing, Registrar's, and Student Affairs.

Providing support and guidance to university international and exchange programs; visa services for visiting student and scholars, and institutional oversight of visa permissions for staff and faculty.

Editing of university academic catalogue and related publications.

FACULTY POSITIONS

PROFESSOR OF ENGLISH (1985-1989): New Mexico Highlands University, Las Vegas, New Mexico 87701

ASSOCIATE PROFESSOR OF ENGLISH (1980-1985): New Mexico Highlands University

ASSISTANT PROFESSOR OF ENGLISH (1976-1980): New Mexico Highlands University

ASSOCIATE IN SUBJECT A; ASSOCIATE IN ENGLISH (1969-1974): University of California - Santa Barbara, Santa Barbara, California 93106

EDUCATION

PhD, 1975 University of California, Santa Barbara (English)

MA, 1967 University of California, Santa Barbara (English)

BA, 1964 Stanford University (English)

PUBLICATIONS

Two book-length photofacsimile editions and a series of articles on minor Renaissance English poets including Turberville, Googe, Gascoigne, Sackville, Plat, and Whitney; reviews; a poem.

ACADEMIC AND PROFESSIONAL SERVICE

ACADEMIC SPECIALIZATIONS: Renaissance English non-dramatic literature; poetry of the Middle Elizabethan era; literature of Old and Middle English (as a generalist); the teaching of writing and writing across the curriculum.

TEACHING: Lower-division and general-education instruction: courses in English composition, remedial through advanced; introduction to literature; survey of British literature, beginnings through the 18th century. Major and graduate levels: Chaucer, Shakespeare, English Renaissance literature, Old English language and literature, Middle English literature.

HONORS AND RECOGNITIONS

Elected to the Phi Eta Sigma honor society, by the student members of the Highlands University Chapter, in recognition of excellence in teaching (Fall 1981).

University Fellowship, the University of California at Santa Barbara (1970-71).

PROFESSIONAL SERVICE

Community Literacy (1987-1988): Board of Directors, New Mexico Coalition for Literacy, and Chair of Coalition's Program Committee. Member of Working Board for a newly formed local adult literacy program, Las Vegas/San Miguel Literacy Volunteers.

Board of Directors, New Mexico Council of Teachers of English; Chair, Committee on Censorship (1985-1988); Chair, Authors' Luncheon (1987-1988); Chair, Conference Program (1986-1987); Editorial Board, New Mexico English Journal, a publication of the New Mexico Council of Teachers of English (1986-1989).