

**Curriculum vitae**

**Timothy G. Smith, PhD**

**Contact Information**

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**Education**

Ph.D. (2009) Auburn University: Public Administration

M.P.A. (2004) University of Alabama at Birmingham: Public Administration

B.A. (2002) University of Alabama at Birmingham: Political Science

**Educational Qualifications**

- Hands-on experience in on-ground, distance and online education
- Thorough knowledge of syllabus and course content development
- Excellent communication and relationship-building skills
- Solid personal management and customer care skills
- Experience with the following online learning systems: Blackboard, E-College, Captivate, WebCT, Angel, Canvas, and Moodle
- Exceptional knowledge of the Internet, and all Microsoft Office products

**Work Experience**

- A broad educational background with over 15 years of teaching experience at the college level.
- Over six years of educational administrative experience in mid to senior level academic management.
- Over 30 years of combined managerial and direct customer service ranging from

**2019-present**

**Online Adjunct Instructor**

**University of Alabama at Huntsville**

Teach undergraduate classes in Political Science

Classes taught (Canvas LMS):

- Introduction to American Government
- Introduction to Comparative Politics
- Law, Courts, and Public Policy
- Introduction to International Politics
- Civil Liberties

**01/2010-present**

**Strayer University (Online and on-ground)**

- **Department Chair Public Administration (04/2014-12/2017)**
- **Associate Campus Dean, Birmingham AL campus (2012-2014)**
- **Full Time Faculty, Online (10/2011-present)**
- **Subject Matter Expert (2019-present)**

- **Adjunct Faculty, Augusta GA campus (01/2010-08/2011)**

### **Department Chair Public Administration**

Responsible for long-range planning and facilitating the development of the Public Administration Department.

Responsibilities and Duties:

- Leads the Department of Public Administration
- Coordinates the Academic Affairs of the Department to Establish an Outstanding Educational Program
- Creates an Effective Working Environment for All Personnel within the Department
- Effectively Assesses and Addresses Student Needs
- Communicates Effectively with Internal and External Constituencies
- Responds to Additional Requests or Assignments from the Dean

### **Associate Campus Dean**

Responsibilities and duties:

With the Campus Dean, shares overall management responsibility for the campus to create an environment supportive of a quality educational experience as well as create and maintain a campus culture that ensures the campus achieves all quarterly goals. This includes, but not limited to:

- Assists in achieving expected student learning outcomes by auditing course syllabi, review of course learning assessment tools, and ensuring instructional quality.
- Ensures timely program completion by collaboratively scheduling classes when students need them, sharing faculty with other campuses and Strayer University Online, and creating and working with the scheduling team to maintain an annual campus class schedule.
- Maintains a professional presence on campus to observe faculty, support students and verify academic quality.
- Conducts effective new student orientations in conjunction with operations staff that includes, but is not limited to introduction to online learning, procedures, and services.
- Creates an environment supportive of a quality educational experience as well as creates and maintains a campus culture that ensures the campus achieves all quarterly, academic goals.
- Ensures compliance with academic policies, procedures and standards, including specific state regulations.
- Screens and interviews faculty applicants using the University's Faculty Hiring Procedures. Responsible for campus-based new faculty orientation, ensuring their successful completion of teaching demonstrations, and providing ongoing support and mentoring of all faculty.
- Assists in creating and fostering a professional learning community at the campus through a variety of means, including holding quarterly meetings of full-time and adjunct faculty, disseminating information from the University administration to

the faculty and staff and vice versa and encouraging the participation of faculty in university activities and programs (town halls, student appreciations, business relationships, etc.).

- Works in conjunction with Student Academic Services (SAS) to provide ongoing assistance and support to campus-based students enrolled in online classes.
- Contribute service to areas of strength in the Colleges (service buckets to include, but not limited to, curriculum, course design, supplemental instruction, mentoring, tutoring, etc.)
- Demonstrates a proficient knowledge of university performance metrics (e.g., CHE v CHA, engagement data, SOP, etc.) and can effectively communicate both the importance and impact of student performance data to both faculty and the campus community, where necessary.

### **Full Time Online Instructor**

Responsibilities and duties:

On-ground classes:

- Designs and develops curricula for students taking up innovative approaches
- Delivers a range of programs of teaching for students
- Ensures teaching within the quality assurance framework of the college
- Performs student admissions and assessments
- Set, marks and assesses examinations and work
- Supervises student projects
- Develops the ability of students to engage in critical discourses and rational thinking
- Promotes and developed team spirit and team coherence
- Ensures teaching design and methods are in compliance with the educational standards and regulations of the department

Online classes:

- Contacts each new student to welcome them to and introduce the course
- Monitors closely the student's progress relative to their individual course schedule
- Provides timely and appropriate feedback to student for their assignments
- Monitors and participated in the Online Instruction Community forum/discussion group(s)
- Maintains weekly contact with each student
- Ensures to follow all the guidelines as appropriate
- Motivates the students to stay on track in their respective courses
- Coordinates with the student to resolve any arising concerns
- Provides motivating comments and constructive feedback for each assessment item
- Maintains effective communications with all the available resources
- Provides appropriate information to each of the students for their successful completion of respective courses with excellent grades
- Ensures that upon completion of a course the students are awarded the final grade

Classes taught (Blackboard LMS):

- Graduate: Public Budgeting and Finance, Administrative Theory and Behavior, Modern Public Administration, Research Methods, Introduction to Public Policy, Policy Analysis and Program Evaluation, Constitutional and Administrative Law, Leadership and Conflict Resolution, and International Public Administration
- Undergraduate: U.S. Government and Contemporary International Problems

**Subject Matter Expert:**

In coordination with online class development professionals, writes and designs material for online MPA classes. Currently in the process of rewriting and redesigning the MPA program for Strayer University. Courses completed include International Public Administration and Introduction to Public Administration. Other MPA courses scheduled for redevelopment over the 2020-2021 school year. Also, working on a new Grant Writing Course and specialization area within the MPA program.

**2010-2015**

**Online Adjunct Instructor  
South University Online**

Teach undergraduate classes in Political Science and graduate level classes in Public Administration.

Classes taught (Brightspace LMS):

- Graduate: Public Budgeting and Finance, Administrative Theory and Behavior, Modern Public Administration, Research Methods, Policy Analysis and Program Evaluation, Constitutional and Administrative Law, Leadership and Conflict Resolution, and International Public Administration
- Undergraduate: U.S. Government and History

**2010-2015**

**Online Adjunct Instructor  
Ashford University Online**

Teach undergraduate classes in Political Science and graduate level classes in Public Administration.

Classes taught (Canvas LMS):

- Graduate: Public Budgeting and Finance, Administrative Theory and Behavior, Modern Public Administration, Research Methods, Policy Analysis and Program Evaluation, Constitutional and Administrative Law, Leadership and Conflict Resolution, and International Public Administration
- Undergraduate: U.S. Government and various US History classes.

**08/2009-07/31/2011**

**Lecturer  
Augusta State University, Augusta GA**

Lecturer for the Department of Political Science; Taught undergraduate classes in Political Science and graduate level classes in Public Administration.

Classes taught:

- Graduate: Public Budgeting and Finance, Administrative Theory and Behavior, Modern Public Administration, Research Methods, Policy Analysis and Program Evaluation, Constitutional and Administrative Law, Leadership and Conflict Resolution, and International Public Administration
- Undergraduate: U.S. Government and History

**01/2008-05/2013**

**Visiting Assistant Professor and MPA Coordinator for the Department of Government**

Taught undergraduate classes in Political Science and graduate level classes in Public Administration. As MPA Coordinator, addressed MPA student concerns and submitted to the department chair unresolved matters, served on the MPA admission committee, handled communication with discipline accreditation bodies such as NASPAA, consulted with MPA teaching faculty and made proposals for schedule changes to the department chair, assigned advisees to faculty advisors in consultation with the department chair, and consulted with students, advisors and department chair about graduate student internship assignments.

**2005-2009**

**Auburn University**

**Graduate Teaching Assistant for the Department of Political Science**

**Other work experience**

**Nursing**

- 1994-present: Licensed Practical Nurse: Charge Nurse and Nurse Manager in a variety of healthcare settings; supervised up to 25 employees

**Health Care Food Service Director**

- 1984-1994: Food Service Director/Certified Dietary Manager for contract healthcare food service management companies; supervised up to 50 employees

**Other employment**

- 1982-1984: Assistant Dietary Food Service Director
- 1977-1982: U.S. Air Force
- 1975-1977: Health Care Food Service Worker

**Honors**

- 2009 Alumni of the Year, Health Care Division, Wallace State Community College, Hanceville, AL

**Member**

- Phi Alpha Theta
- Phi Sigma Alpha,
- Phi Alpha Alpha
- Alpha Theta Chi Honor Society

**Professional Affiliations**

- American Society of Public Administration
- American Political Science Association
- Southern Political Science Association

**Areas of Interest and Research**

- Interest Group Politics and Policy
- Minority Politics and Policy Issues
- U.S. Health Care Policy and Politics

**Papers Presented**

- “Interest Groups and Health Care Reform: North Dakota and the Entry into Practice Issue” at the 2008 Southeastern Conference for Public Administration in Orlando, FL.
- “Interest Group Influence and Entry into Practice” at the Southern Political Science Association 80th Annual Meeting in New Orleans, LA. (2009).
- “Out and Serving Proudly: Prospects and Implications of Repealing the ‘Don’t Ask, Don’t Tell’ Policy” at the 2010 Southeastern Conference for Public Administration in Wilmington, NC.

**Papers Published**

- “Out and Serving Proudly: Prospects and Implications of Repealing the ‘Don’t Ask, Don’t Tell’ Policy” in the January 2012 issue of *Politics & Policy*.
- “A Policy Perspective on the Entry into Practice Issue” (January 2010) at the *Online Journal of Nursing Issues (OJIN)*

**References**

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**Other work-related references furnished upon request.**