

Christina Larson

Academic & Institutional Leadership | Higher Education Administration

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PROFESSIONAL SUMMARY

Senior higher education leader with extensive experience in academic operations, curriculum oversight, faculty performance management, institutional policy development, and accreditation alignment. Proven ability to build systems, lead cross-functional teams, strengthen governance structures, and support student success in complex international university environments. Experienced in translating strategic goals into operational frameworks that improve academic quality, compliance, and institutional effectiveness.

CORE COMPETENCIES

Academic Operations & Governance	Academic Recruitment
Faculty Performance & Evaluation Systems	Policy Development
Curriculum & Program Development	Strategic Planning & Reporting
Accreditation & Quality Assurance	Project Management
Employee Relations & Coaching	Cross-College Coordination
Learning Program Design	Change Management

PROFESSIONAL EXPERIENCE

American University of Iraq, Baghdad (Iraq)

May 2021 - Present

Department Chair – College of Arts & Sciences (Humanities)

Jan 2025 - Present

- Provide academic and operational leadership for Humanities and Social Sciences programs within the College of Arts and Sciences.
- Oversee curriculum planning, course scheduling, faculty workload distribution, and instructional staffing across core and major programs.
- Lead faculty performance management processes, including annual evaluations, documentation tracking, and renewal recommendations.
- Coordinate academic advising processes, student academic standing reviews, probation planning, and escalation cases.
- Collaborate with the Dean, VPAA, Registrar, and academic advisors to resolve enrollment, overcapacity, and progression challenges.
- Support institutional reporting and documentation required by the Ministry of Higher Education.
- Serve as key contributor to college-wide planning, restructuring, and governance initiatives.

Institutional Policy Development Manager

Sept 2022 - Present

- Established the institutional framework for university policy development and governance.
- Led the drafting, revision, and standardization of 125+ university-wide policies across academic, administrative, and operational domains.
- Draft policies, manage the policy library, and oversee the university-wide policy development process.
- Ensured alignment with accreditation expectations, international higher education standards, and institutional governance structures.

- Coordinated cross-departmental consultations with Academic Affairs, HR, IT, Student Affairs, Finance, and Executive Leadership.
- Developed policy templates, approval workflows, and implementation guidelines adopted institution-wide.

Lecturer – College of Arts & Sciences

May 2021 - Present

- Instruct and assess 1,000+ undergraduate students, leveraging course materials and syllabi for multiple courses.

GEMS World Academy (Dubai, UAE)

August 2018 - February 2021

Program Leader

August 2020 - February 2021

- Developed and implemented policies and procedures to support GEMS objectives and initiatives.
- Directed faculty meetings and advisory sessions on goals, objectives, student mentoring, development opportunities, pedagogical methods, classroom management, and curriculum planning.
- Evaluated student performance and communicated progress and areas for improvement accordingly.

MYP English Teacher

August 2018 - February 2021

- Facilitated English Language and Literature courses for grades 6, 7, and 8, aligning activities with GEMS program goals and objectives.

PMU, Prince Mohammad bin Fahd University (Saudi Arabia)

March 2012 - August 2018

Director of Physical Education – Female Campus

September 2017 - August 2018

- Oversaw PMU's Sports Center compliance requirements and established procedures to ensure affiliated schools maintain compliance within designated regulations.
- Facilitated 20+ courses (600+ students) in Health Education and Physical Fitness.
- Advised on curriculum design and delivery; evaluated new course materials and provided support in the selection of materials; coordinated PMU's course material approval/adoption process.

Lecturer – Humanities

September 2016 - August 2018

- Taught undergraduate courses in alignment with PMU goals and objectives.

Team Leader / Exam Coordinator

January 2015 - January 2016

- Supported the faculty recruitment process by interviewing and evaluating candidates for consideration.
- Supported the onboarding process by providing curricula and software training to new faculty members.
- Streamlined operations by reviewing and editing standardized exams and designing class curriculum.

English Instructor

March 2012 - September 2016

- Instructed advanced and intermediate-level university classes and leveraged effective teaching methods to strengthen student engagement and the absorption of content across multidisciplinary curricula.

Hwarang Elementary School (Seoul, South Korea)**March 2010 - February 2012****Primary Teacher**

- Implemented multidisciplinary curricula into class lessons and summer camp, using a myriad of teaching methods to engage and encourage interaction among students (K-6) of all abilities.
- Effectively communicated student progress and development areas with leadership and parents.

Contiki Holidays (USA, Nationwide)**March 2008 - February 2010****Tour Manager / Event Coordinator**

- Successfully met monthly revenue targets; created and tracked tour invoices and finance reports.
- Expertly planned and executed coach tours of 50+ client groups, traveling across the USA and Canada; exceeded customer tour expectations by conducting diligent research and providing thoughtful recommendations, effective communication, and emergency preparedness planning.
- Tracked and managed \$20K+ in funding to ensure alignment with initiatives.

EDUCATION

University of Kentucky, Lexington, KY

Ed.D. Educational Leadership (expected conferral 2029)

University of Cincinnati, Cincinnati, OH

Master of Education, Curriculum & Development

Drexel University, Philadelphia, PA

Master of Science, Business Management (Hospitality and Global Tourism)

University of Kentucky, Lexington, KY

Bachelor of Arts, Broadcast Journalism; Minor in Psychology

Florida State Teaching License

English 6-12, Social Science 6-12, Physical Education K-12

CERTIFICATIONS, LEADERSHIP & TECHNICAL PROFICIENCIES

Certifications & Training

MYP English Category 2 Training (2019)

Propel Workshop – TOEFL iBT Test (2013)

CPD Certification – Text Help Training (2019)

TEFL Certificate – 100 hours (2012)

Propel Teacher Workshop – TOEIC Listening & Reading Test (2014)

Technical Proficiencies

Google Classroom

Instructional Design (Blackboard)

Nearpod & Moodle Platforms

Microsoft Office Suite, Publisher & Teams

Clevertouch, Canvas, SMS, SharePoint

iSAMS, BlueSky, ManageBac, Educare,

Callido