

Rick J. Arrowood, J.D.
Curriculum Vitae
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1. Education:

- J.D.** Juris Doctor, Massachusetts School of Law, Andover, MA (2000)
- B.S.** Bachelor, Human Resource Management, Palm Beach Atlantic College, West Palm Beach, FL (1994)

2. Academic & Professional Experience:

A. Higher Education Professional Experience:

Associate Teaching Professor, Northeastern University, Boston, MA, 2009 to current
(Adjunct 2008-2009; Assistant Academic Specialist 2009-2015)

Adjunct Professor, Swinburne University of Technology, 2009 to current, Hawthorne, Victoria, Australia

Visiting Professor, Vietnam National International University, 2014 to current, Ho Chi Minh City, Vietnam

Adjunct Professor, Merrimack College (2009-current), North Andover, MA

Prior adjunct roles:

Bryant University, North Smithfield, RI, 2008, 2009, & 2010
Bay Path College, Burlington, MA, 2009, 2010, & 2011
Emmanuel College, Boston, MA, 2009 & 2010
Park University (Hanscom Air Force Base), Bedford, MA, 2008 & 2009
Northern Essex Community College, Haverhill, MA 2002-2008

Northeastern University-College of Professional Studies:

Graduate and Undergraduate Core Teaching areas: Law, Management, Nonprofit, and Leadership courses.

Graduate Degree-specific Nonprofit Management Required Courses: Nonprofit Legal Governance, Human Resource Management, Financial Management for Nonprofit Organizations, and Fundraising/Development.

Graduate Degree-specific Leadership Required Courses: Leading Teams, Managing Organizational Culture, Developing the Strategic Leader, Managing a Diverse Workforce, Ethics, Transforming

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Organizations, Developing and Creating Leadership Capacity.

Undergraduate and Continuing Education Courses: Nonprofit & Business Law, Public Leadership, Professional Speaking, Social Media, Budgeting, Health and Human Services Law, Grant Writing, Career Enhancement and continuing education certificates in Administration, Fundraising, Grant Writing, and Home and Healthcare.

Transnational Teaching: Swinburne University of Technology and International University Vietnam National:

Graduate Core Teaching Areas and Courses: Global Leadership dual degree program, Melbourne Australia: teaching Leading Teams, Developing Leadership Capacity, Building Bench Strength, Strategic Leader, Ethical Leader and Managing Organizational Culture.

B. Administrative, Faculty Senate, and Professional Programs' Oversight

Chair, Full-time Non-Tenure Track Committee, Faculty Senate (2017-current), Heading a 9-College Member committee in organizing tasks and facilitating dialogue; Role and responsibilities include working with Senate Agenda Committee to craft and explore charges relating to governance and other rights and responsibilities to ensure a "One Faculty" approach

Member, Full-time Non-Tenure Track Committee, Faculty Senate (2010-current) Founding member of the first-ever standing committee of the Faculty Senate; Represented the interests of full-time College of Professional Studies non-tenure faculty

Lead Faculty (2008-2017), Graduate Nonprofit Management and Nonprofit Certificate Programs (held responsibility for oversight of adjunct faculty, development of new courses, recruitment and retention strategies, academic quality assurance, and budget preparation)

Lead Faculty (2008-2016), Graduate Human Resource Management Certificate Program (supported program managers in dealing with student and faculty related issues, worked with adjunct faculty to improve course design, content and delivery, and proposed ways to develop the program into a full graduate degree)

Team Member, International Programs (2009-current), Graduate Dual Degree program, Swinburne University (Melbourne, Australia) and Vietnam National International University (Ho Chi Minh City, Vietnam)

Alumni Development (2009 to current), develop relationships with international alumni/ae through social media platforms including small group and individual "check-ins" to steward relationships; created two Facebook pages for current

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students and alumni, and developed global leadership pinning ceremony

C. Professional Invitations and Presentations

Ho Chi Minh City, Vietnam, Nov. 2017, Presenter, University of Finance and Marketing (Truong Dai Hoc Tai Chinh), “Personality Preferences and Their Impact on Leadership Development”

Ho Chi Minh City, Vietnam, Nov. 2017, Presenter, Vietnam National, International University, “Personality Preferences and Their Impact on Leadership Development”

Baltimore, MD, Jun. 2017, Keynote Speaker and Facilitator, Boys and Girls Club of America, National Office, Advancing Philanthropy Workshop, “Thinking Big: Uncovering Your Leadership Potential Through Service”

The Hague, Netherlands, Dec. 2016, Presenter, European Conference on Collaborative Online International Learning (COIL), The Hague University of Applied Sciences, “Developing, Designing, Delivering a Collaborative Online International Learning Course”

Hanoi, Vietnam, Aug. 2016, Presenter, 7th Annual University Scholars Leadership Symposium, “Ready, Set, Engage...Developing Your Leadership Capability”

Moscow, Russia, Nov. 2016, Presenter, Moscow Friends Foundation, “Leadership and Fundraising: Past, present, and future”

Kuala Lumpur, Malaysia, Oct. 2016, Keynote Speaker, International Youth Leadership Conference, Kuala Lumpur, Malaysia, “Ready, Set, Engage...Developing Your Leadership Capability”

Ho Chi Minh City, Vietnam, Oct. 2016, Speaker, Vietnam National International University, “Leadership and Personality: How do you lead, see the world, take in information, and make decisions?”

Charlotte, N.C., Jun., 2016, Invited Presenter, The Seventh Annual Asian Diaspora Pre-Conference, 2014 Annual Adult Education Research Conference (AERC), “Models of East-West Professional Program Pedagogy”, L. Hitch, Co-Presenter

Boston, MA., May 2016, Panelist, GSS Webinar - A Conversation about Second Language Development with Dr. Diane Larsen-Freeman

Lake Chelan, Washington, May, 2016, Panelist, 8th Annual Nonprofit Practices Institute Summit/Community Foundation of North Central Washington, “Moving Beyond a Nonprofit Start-up”

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Lake Chelan, WA., May 2016, Presenter, 8th Annual Nonprofit Practices Institute Summit/Community Foundation of North Central Washington, “Is It Money or Mission: What’s Driving Nonprofit Organizations?”

Lake Chelan, WA., May 2016, Presenter, 8th Annual Nonprofit Practices Institute Summit/Community Foundation of North Central Washington, “From Dollars to Sense: Financial Management for Nonprofit Organizations”

New York, NY, Apr. 2016, Co-Presenter, Center for Collaborative Online Learning, “Which Way? Identifying a Suitable Cultural Compass to Assess Student Engagement in Online and Blended Courses” in collaboration with co-presenters L. Hitch and E. Kampits

Cape Town, South Africa, Feb. 2016, Speaker, International Youth Leadership Symposium, “Developing Your Leadership Capability”

Seattle, Washington, Feb. 2016, Speaker, “Making a Difference: Are You a Match for the Nonprofit World?”

Sun City, South Africa, Oct. 2015, Invited Presenter, ICDE and UNISA Conference, “How to Engage Students in Online Course Design, Delivery, and Content”

Colombo, Sri Lanka, Aug. 2015, Speaker, Nawaloko College of Higher Studies, “Developing Ones’ Global Cultural Competencies: Ways to Re-Engineer Your Worldview”

Melbourne, Australia, Jul. 2015, Facilitator, Australian Education Management Group, “Fundamentals of Leadership for Chinese Program and Administrative Professionals”

New York, NY, Mar. 2015, Presenter, 7th COIL at SUNY (Center for Collaborative Online Learning), 10 Ways Not to Engage International Students in Online or Blended Classrooms

Hangzhou, China, Dec. 2014, Presenter, “You Can See the Tree, *Even* in a Forest: Transforming Learning Paradigms for Global Leadership, 11th Annual ASN Conference, sponsored by USCET-Zhejiang University, China

Melbourne, Australia, Nov. 2014, Co-Facilitator, Global Leadership Student and Alumni Panel, 1st Annual Global Leadership Conference, Swinburne University and Northeastern University

Moscow, Russia, Sept. 2014, Presenter, ICDE (International Council for Open and Distance Education Conference), “Goldilocks Goes Global: Setting the stage for ‘Good, Better, or Just Right’

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New York City, NY, Mar. 2014, Presenter, 6th COIL at SUNY (Center for Collaborative Online Learning), Goldilocks Goes Global: Setting the Stage for ‘Good, Better, or Just Right’

Abu Dhabi, May 2014, Invited Presenter, 4th QS Maple Conference, “Moving International Collaborations from Start-up to Continuous Improvement: Building Blocks from Australia, China and the USA”

Boston, MA., Dec. 2014, Facilitator, Northeastern University College of Professional Studies Professional Development, “Superheroes, Storybook, and Cartoon Characters”

Boston, MA., Oct. 2014, Facilitator, Northeastern University College of Professional Studies Faculty Development, “Superheroes, Storybook, and Cartoon Characters”

Melbourne, Australia, Jul. 2014, Facilitator, Swinburne University, “Using the Life Styles Inventory (LSI) to Aid in Developing Global Leaders”

Melbourne, Australia, Jul. 2014, Facilitator, Swinburne University, “Exploring Leadership Practices Inventory (LPI) in a Global Leadership Program”

Melbourne, Australia, Jul. 2014, Facilitator, Swinburne University, “MBTI Type I and II in the Context of Global Leadership”

Melbourne, Australia, Jul. 2014, Facilitator, “Examining the Personality Traits and Leadership Styles of Superheroes and Storybook Characters”

Melbourne, Australia, Jul. 2014, Presenter, Swinburne University, “Recapturing the Magic: How you can regain excitement, reignite your passion, and realign your goals from where you are today to where you want to lead tomorrow”

Shanghai, China, Jun. 2014, Speaker, Shanghai Medical Instrumentation College, “Are You Leadership Ready: Anytime, Anyplace, Anywhere?”

Beijing, China, Jun. 2014, Speaker, Beijing Foreign Studies University, “Supporting Global Leaders: Essential Tools for Human Resource Managers, Executives & Senior Management Teams”

Beijing, China, Jun. 2014, Speaker, Beijing Foreign Studies University, “Observing Leadership Through a New Lens: Leadership Anatomy and Physiology”

Beijing, China, Jun. 2014, Speaker, Beijing Foreign Studies University, “Are You Leadership Ready: Anytime, Anyplace, Anywhere?”

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Ho Chi Minh City, Vietnam, May 2014, Speaker, Duxton Hotel, Global Leadership Program, “Unleashing the Power Within: How a Master’s degree in Global Leadership Can Lead the Way”

Ho Chi Minh City, Vietnam, May 2014, Speaker, Consulate General of the United States, Ho Chi Minh City, Vietnam, “Exploring Study in the USA: What students need to know”

Washington, DC, Feb. 2014, Presenter, Association of International Education Administrators (AIEA) Annual Conference, “Advancing Global Learning: examining institutional strategy and leadership in facilitating global learning, a case study of graduate outcomes of an international educational collaboration model”

Webinars

Boston, MA. Sept. 2014, Presenter, Northeastern University Global Student Success, “Teaching Expectations and Learning Experiences in Boston and Abroad”

Boston, MA. Apr. 2014, Presenter, Northeastern University Sport in Society, Nonprofit Fundamentals Webinar Series, “How to get the most of your board of directors”

Boston, MA. Mar. 2014, Presenter, Northeastern University Sport in Society, Nonprofit Fundamentals Webinar Series, “Financial Management Basics for Nonprofit Organizations”

Recent Media Coverage

(Vietnam)

(FBNC.VN)

https://www.youtube.com/watch?v=hE_KJLL7CbQ&feature=youtu.be

(FBNC.VN)

<https://www.youtube.com/watch?v=vfXKS8FtN7k&feature=youtu.be>

(CEO/VITV)

<https://www.youtube.com/watch?v=j2DZdwaIve0>

(Van Hoa Doanh Nhan) <http://www.vanhoadoanhnhan.vn/doanh-nhan-lam/chuong-trinh-qthac-si-khoa-hoc-ve-lanh-daoq-chia-khoa-nang-tam-quan-ly-cho-lanh-dao.html>

D. Authored Case Studies and Book Reviews:

1. Case Studies or Vignettes

The Face of the Organization: Exploring Ethics, Arrowood, R., (2015)

Your Leadership or Theirs: How Ethics Guides Your Decisions, Arrowood, R., (2015)

From Tiny Seeds Can Big Oaks Grow, Arrowood, R., (2015)

Mission Matters, Arrowood, R. (2015)

Take Credit When Credit Isn't Due, Arrowood, R. (2015)

How Much Time is Too Much Time, Arrowood, R. (2015)

Sharon's Dilemma: The Greater Good?, Arrowood, R. (2015)

Carson's Dilemma: To Give or Not to Give?, Arrowood, R. (2015)

Tic, Tac, Tiam Anyone?, Arrowood R., (2012)

In Great, Good or Bad Company?, Arrowood R. (2011)

An Arrow Would Do?, Arrowood, R., (2011)

Anthony's Dilemma: To Lead or To Leave? Arrowood, R., (2009, 2010, 2011)

Capture8: Exploring the Challenges of a Bio-Tech Start-Up, Arrowood, R., (2010, 2011)

Can You Ever Go Back? Arrowood, R., (2011)

Family Music Tree: What Founders and New Board Members Jill and John Need to Know, Arrowood, R., (2009, 2010, 2011)

Founders Syndrome or a Stronger Foundation, Arrowood, R., (2011)

GMH Healthcare: Senior Management Structural Considerations, Arrowood, R., (2011)

Broken Trust or Better Insight? Arrowood, R., (2010, 2011)

2. Reviews of Chapters, Text, and Articles

Reviewer, Center for Online and International Collaborative Learning, 10th Anniversary Conference (2016)

Reviewer, Higher Education Teaching and Learning Journal, Chapter: *University Partnerships for Academic and Program Development* (2015)

Reviewer, *Nonprofit Management: Principles and Practice*, Third Edition, Worth. M., SAGE Publishing (2014)

Reviewer, *Human Resources Management for Nonprofit Organizations*, 4th Edition, Jossey-Bass (2012)

Reviewer, Presentation proposals, International Leadership Association Conference (2012)

3. Recent Papers in-Progress, Submitted or Accepted for Publication and Wordpress Blog

Arrowood, R. & Hitch, L. (2015). Submitted and Accepted, Innovations in Higher Education and Learning (IHETL), Emerald Group Publishing, “*The Centrality of the Faculty Role in Transnational Partnerships: A Research Agenda*”

Arrowood, R. & Kampits, E. (2015). Submitted and Accepted, Cambridge Scholars Press, “*You Can See The Tree, Even in a Forest: Transforming Learning Paradigms for Global Leadership*”

Arrowood, R., Gregory-Mina, H.J., Kampits, E. (2014). Submitted, Open Praxis International Council for Open and Distance Education, Moscow, Russia, “*Goldilocks Goes Global: Setting the stage for ‘Good, Better, or Just Right’ in the multicultural, multilingual, techno-savvy global classroom*”

Arrowood, R., May 2014, “*A Conversation About Teaching*”
<http://rickjarrowood.wordpress.com>

Arrowood, R., Gregory-Mina, H.J., Kampits, E. (2013). Published/International Council for Open and Distance Education conference proceedings: *Best Practices for Engaging and Leading Multicultural, Multilingual, Techno-savvy Students in an Online Master's Dual Degree Program*

Arrowood, R., Gregory-Mina, H. J., (2013). *Developing globalized teams using online learning platform*. Submitted to Leadership Victoria.

Arrowood, R., Gregory-Mina, H.J. (2012). Submitted for publication: *Best practices for engaging and leading online students in a leading teams course (submitted, 2013)*

Arrowood, R. et. al., (2012). Work in progress: *Designing a Longitudinal Research Study and Conceptual Model in Conjunction with a Transnational Dual Degree Program (in progress, 2013)*

Arrowood, R., et. al. (2012). Work in progress: *Leaders Drive and Leaders Walk: An Examination of Whether Driving and Walking Behaviors Correlate with an Individual's Leadership Style (in progress, 2012; IRB process 2013, Planned paper submission 12/2013)*

4. Poster Presentations

Boston, MA. Oct. 2015, Poster, Northeastern University Fall Faculty Conference, “*10 Ways To (And Not To) Engage Students in Online or Blended Classes*” with Co-Presenter Dr. Eva Kampits

Boston, MA. May 2015, Poster, Co-Presenter, NAFSA: Association of International Educators, “*Bridging Distances and Building Partnerships: The Journey of a Transnational Conference*”

5. Research

Mar. 2016, Research Team, Faculty Academic Council's Joint Task Force on Faculty Workload, Overload, Service and Scholarship

Jan. 2012 to current: Exploring Whether Competitive Advantages May Exist in Transnational Dual Degree Programs

Jun. 2016 to current: In Pursuit of a Missing Link: Attitudinal and Intercultural Influencers in End-of-Course Surveys

Apr. 2010-2016: Assessing Student Satisfaction and Engagement Strategies in Graduate Nonprofit Management Programs

Aug. 2011-2014; 2016 to current: Multidimensional Driving Style Inventory: Exploring Correlations Between Driving Styles and Leaders Behaviors

E. Professional Certifications and Professional Memberships:

Certifications:

Global Cultural Competency Inventory (GCI), 2013 (re-certified 2/16)

Intercultural Effectiveness Scale (IES), 2013, (re-certified 2/16)

Leadership Practices Inventory Coach Certificate Program, 2014

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Protecting Human Research Participants certification, NIH, 2012

MBTI Certified, Step I and Step II, 2011

Human Synergistics, trained in OCI, GSI, LSI and OCE delivery

Blackboard Certified (2008 on v. 7.3, 2009 on v. 8.0, 2010 on v. 9.0, and 2010 on v. 9.1)

Professional Memberships:

National Human Resources Association

American Association of University Professionals

International Leadership Association

Academy of Management (Public and Nonprofit Divisions and Human Resources Division)

Society for Human Resource Management

3. University and College Related Appointments and Activities:

NU Online Pilot Committee, Canvas Content Management System, 2015

Re-appointment, Northeastern University, Faculty Senate, Committee for Non-Tenured Track Faculty, 2011, 2012, 2013, 2014, 2015, 2016 and 2017.

Northeastern University, College of Professional Studies Global Leadership Conference Planning Committee, 2014

College of Professional Studies, Center for Advancement of Teaching and Scholarship Awards Committee, 2014

College of Professional Studies, Faculty Academic Council Steering Group, 2014

College of Professional Studies, Graduate Academic Review Committee, 2012, 2013

NUOnline Pilot Committee, Blackboard Collaborate, 2012

College of Professional Studies, Faculty Committee for Review of Promotions Strategy (2012)

College of Professional Studies, Global Course Development Transition Ad Hoc

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Committee, 2012

College of Professional Studies, Strategic Planning Workgroup (Quality Across Curriculum), 2011, 2012

College of Professional Studies, Global Pathways Committee to design transition course, 2012

College of Professional Studies, Global Leadership Departmental Meetings and Related Work (ongoing)

Northeastern University, Faculty Senate, CPS Dean Search Committee, 2011

College of Professional Studies, Academic Curriculum and Program Review, Nonprofit Management Masters Program (ongoing)

College of Professional Studies, Academic Specialist, Academic Curriculum and Program Review, Human Resource Management Program (ongoing)

College of Professional Studies, Advisor, Curriculum for Graduate-Level Hospitality Program, 2011

College of Professional Studies, Academic Specialist Nonprofit Management and Human Resources Management supervising 10-15 adjunct lecturers (ongoing)

College of Professional Studies, Lead Advisor, Nonprofit Management Co-Op Program (ongoing)

College of Professional Studies, Developer, Nonprofit Rubrics (ongoing)

NUOnline Faculty and Course Development Advisor (ongoing)

NUOnline Pilot Committee, Blackboard 9.1 Upgrade, 2010/2011

NUOnline Pilot Committee, Courtyard program consideration, 2011/postponed to 2012

College of Professional Studies, Lead Academic Creator and Developer of Master's level Concentration in Non-governmental Organizations (ongoing)

College of Professional Studies, Lead Academic Developer, Masters Project (Capstone) in Nonprofit Management (ongoing)

College of Professional Studies, Lead Faculty Liaison and Joint-founding Member of an SGA approved organization, Loud Leadership, (Global Leadership program at Swinburne University of Technology, Hawthorne, Victoria, Australia), 2011 and ongoing

4. Prior Industry-Related Professional Experience:

President/Founder

Nonprofit Consulting Services of Massachusetts, Inc., Amesbury, MA

Serving as the visionary and entrepreneur for this full-service consulting and development practice with an emphasis on start-up and small nonprofit organizations. Providing services in the areas of strategic planning, grant writing and capacity building. Identifying and cultivating client relationships to secure financial goals. Providing smart plans for growth and development of programs to ensure proper use of funds and mirroring of nonprofit mission.

President/CEO

**The Amyotrophic Lateral Sclerosis Association, Massachusetts Chapter,
Dedham, MA, February 1, 2001 to January 17, 2008**

Passionately developed and guided this health care and human services nonprofit organization through its growth in board effectiveness, mission delivery, financial vitality, information technology, human resources (including volunteers) and e-commerce. Secured funding for and enhanced delivery of programs and services from a local focus to a four-corner, state wide focus. Supervised administrative and program support staff of 20+ individuals, including serving as the lead staff member on all Board of Director committees. Created public awareness campaigns for radio, television, Internet, and print mediums. Served as the lead advocate for the first-ever state-wide ALS registry in the nation; secured state legislative appropriations and funding for multiple years. Served as the visionary in planning, implementing, executing and evaluating capacity building efforts including organizational development, program development, collaborative and community development and leadership development. Received Governor's Citation for Public Service recognizing eight years of leadership service, and specifically, for developing an ALS State-Wide Registry.

President/CEO

**Hollywood Art and Culture Center March, 1995 to June 1997,
Hollywood, FL**

Recruited to build upon existing board effectiveness, recruit new board members with business-focused and diverse backgrounds in marketing, accounting, and development; used board as resource for funding and envisioning new programs to community; re-defined job descriptions and implement human resources model for 16-member staff; created volunteer services program; and developed relationships with politicians, business leaders and community activists. Oversaw \$1,000,000 state-funded expansion and renovation in final stages.

President/CEO

**Little Palm Theatre, Boca Raton, FL
January, 1989 to February, 1995**

Responsible for marketing, strategic direction, financial health and accountability, and creation of a capital campaign. Expanded to two part-time stages, opened a theatre gift store in a major mall, added two summer camps, and partnered with Indian tribe in Miami, Florida to create

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environmental theatrical programs.

5. Digital Qualifications:

Certifications:

Blackboard Certified (all prior v. 7-9 and current v. 9.1 of 2011)

eCompanion and Angel Certified (2009)

NUOnline Appointments and Activities:

NUOnline Faculty and Course Development Advisor (ongoing)

NUOnline Pilot Committee, Blackboard 9.1 Upgrade (2010/2011)

NUOnline Committee, New Technology Considerations (ongoing)

Blackboard Content and Course Related Features Experience:

Highly experienced with Blog, Groups, Voice Authoring, Wimba, Podcast, Assignment, Discussion Board, Assessment, Survey, Lesson Plan, Campus Pack Wiki, Campus Pack Blog, Campus Pack Journal, Campus Pack Podcast, Voice Email, Voice Board, Voice Presentation, and Wimba Classroom.

Blackboard Course Design:

Consistently augment and enhance online and hybrid courses with outside programs such as Camtasia Relay, Voice Thread, and incorporate Mashups such as Flickr Photo, SlideShare Presentation, YouTube and VimeoVideo, and Wimba Voice Authoring.

Other:

Content Management Software (Salesforce), Capstone, Pages, DocsToGo, and iCloud

Skills:

Exceptional skills in instructional design for online and hybrid courses including full interactive course development using adobe presenter, podcasting, digitally literate storytelling, Second Life, and rich media sharing and integration.

6. Selected Community Contributions:

LEAP Forward Institute, Inc. 2015, Founder and Board President

Jericho Road, Lawrence and Lowell, 2009 to current

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Provide pro bono consulting services to the organization, including development, implementation and delivery of nonprofit board training sessions. Providing assistance to organization for proposed Boston area expansion. Continuing affiliation by providing strategic direction and advice on pro bono basis to sister organization, Jericho Road Lawrence.

Pete's Wellness Mission, New Hampshire

Named to Board of Directors, 2012, 2013, 2014

Project CORE, Salem, MA, 2011

Selected and utilized this as an educational start-up project for Leadership in Nonprofit Organizations Course at Merrimack College. Named to Board of Directors, 2011.

Co-Founder and Faculty Representative, Swinburne University-Northeastern University Global Leadership Program Alumni, 2012 to current.