Associate Director Position Description

The Center for Educational Excellence is looking for an **Associate Director for Faculty Development**. In collaboration with the Director of the Center for Educational Excellence, the Associate Director will assist in the development, implementation, facilitation and evaluation of CEE programs and scholarship on evidence-based teaching. This half-time administrative faculty position will directly support the University of San Diego’s mission of excellence in teaching and research.

This position requires a minimum of a Master’s degree with PhD preferred and some experience in collaborating with faculty across the disciplines to develop, implement, facilitate and evaluate curricular innovations. The person in this position will have a high level of pedagogical knowledge and demonstrable teaching skills, which have been developed during five or more years of teaching as an instructor in higher education. This position requires excellent communication and project-management skills, technology skills as well as the ability to work independently and collaboratively with colleagues within and beyond the CEE.

**Major Responsibilities Include**

I. Developing Faculty Programs and Collaborating with Faculty on Pedagogical Projects

- Developing, implementing, facilitating and evaluating CEE programs for faculty—including, for Tech Talks, Fabulous First Fridays and Course Design Clinics.
- Collaborating and consulting with faculty, in small groups and individually, to design curricular innovations and methods for evaluating the effectiveness of those innovations.

II. Writing and Scholarship

- Contributing to and playing a leadership role on the CEE SoTL projects, including those supported by the National Science Foundation (NSF); includes designing and implementing evaluative research on curricular innovations, as well as writing grant proposals and reports, giving presentations at national conferences, and writing articles for publication.
- Developing workshop materials and online resources for faculty, by applying knowledge of research in the learning and cognitive sciences, SoTL, and discipline-based education research.

III. Collaborating on University-Wide and National Programs on Teaching and Learning

- Collaborating with faculty and colleagues participating in our Faculty and Professional Learning Communities
- Communicating with campus partners, such as academic deans, librarians, and technology staff, as well as faculty across the disciplines, to develop university-wide programs on teaching and learning

IV. Administrative Support

- Assist in the supervision of the support staff in the CEE
- Attend various meetings that are related to the center such at the university wide technology advisory committee, core committees and others
- Communicating with the various schools and units across campus including the College of Arts and Sciences, School of Business, School of Leadership and Educational Sciences, School of Engineering, School of Peace Studies, Professional and Continuing Education, School of Nursing and the Law School.

Perform other duties not assigned.

**Required Qualifications**

- Master’s Degree
• Experience in some form of faculty development, including experience collaborating with faculty across the disciplines on developing, implementing, facilitating and evaluating curricular innovations.
• At least 5 years of teaching experience as an instructor in higher education.
• A record of research, including peer-reviewed publications in the candidate’s discipline or in faculty development.
• Experience with Blackboard and other technology tools such as dropbox.

Preferred Qualifications

• Ph.D.
• Experience synthesizing and applying knowledge from current research in the learning sciences and in the Scholarship of Teaching and Learning.
• A record of research, including peer-reviewed publications, in faculty development.
• Involvement in faculty development at the national level; for example, through work on committees of the POD Network (Professional and Organizational Development in Higher Education), the CIRTL (CIRTL) Network, AACU/PKAL or pedagogical organizations such as the POGIL (Process-Oriented Guided-Inquiry Learning) Project.

Please submit your Curriculum Vitae and cover letter that addresses your qualifications and experiences along with two letters for recommendation to Sandra Sgoutas-Emch at emch@sandiego.edu by June 30th, 2016.