

Job Code:.....101293
Position#: (PSA) (E)
Developed by:.... DG
Reviewed by:.....LK
Approved by:.....LK
Date:.....04/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist II, Faculty Development
DIVISION: Academic Affairs
REPORTS TO: Assistant Director, Office of Faculty Development
GRADE: 12
SUPERVISES: Clerical staff, graduate teaching assistants

BASIC FUNCTION:

Work directly with members of the university faculty to advance excellence in teaching and learning by offering a combination of workshops, seminars, and consultations. Use expertise in the scholarship of teaching and learning to help faculty members identify a range of evidence-based practices that are appropriate for their specific teaching contexts. Help faculty members collect and analyze direct and indirect measures of student learning for the purpose of improving course design and instructional techniques. Collaborate with other staff in the Office of Advancement of Teaching and Learning (ATL) in strategic planning efforts and in the design of appropriate assessment methods for those efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Consult with individuals, faculty groups, and academic units about teaching and learning concerns. This may include conducting classroom observations, collecting midterm feedback, facilitating focus groups, and surveying current or former students.

With the Assistant Director, plan, advertise, conduct, and evaluate workshops, seminars, and other events for faculty members and other relevant campus stakeholders.

Create, find, and disseminate resources related to university teaching and learning.

In collaboration with the other offices in ATL and with the Assistant Director, oversee the design and maintenance of an instructional development website.

Work with various university committees on teaching-related issues.

With the Assistant Director work closely with the Offices of Online Education and Student Learning Outcomes Assessment and Accreditation in Assist in efforts to integrate technology and student learning outcomes assessment into teaching and learning.

Assist in and help others to write, grant proposals for external funding of special instructional improvement initiatives. Implement initiatives that support faculty participation in the Scholarship of Teaching and Learning.

Serve as project manager for special faculty development initiatives (e.g. active learning, gateway courses, multi-cultural initiatives, general education).

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer and printers; word processing, database management, spreadsheet and presentation software, learning management systems and classroom technology.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Ph.D., Ed.D or terminal degree at the time of appointment; Minimum of two years of experience related to faculty development; Demonstrated experience in a minimum of two of the following areas: consulting with post-secondary faculty about teaching and learning issues, designing and conducting workshops on college teaching and learning, conducting teaching observations and providing constructive feedback, implementing inclusive education strategies, conducting scholarship of teaching and learning or discipline-based educational research, training others in a variety of instructional and assessment methodologies, assessing academic programs and redesigning curriculum, and/or systematic course design; Demonstrated knowledge of practical teaching principles and relevant learning theories; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated experience working with diverse groups/populations.

PREFERRED: Demonstrated college teaching experience in a STEM related discipline; and, Demonstrated experience teaching large enrollment classes.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.