

**Job Code:.....101578**  
**Position#:(PSA).....(E)**  
**Developed by:.....KT; TD**  
**Reviewed by:.... DLJ**  
**Approved by:..... LK**  
**Date: 04/18; 06/07/22**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Specialist I, Faculty Development  
**DIVISION:** Academic Affairs (Office of the Provost)  
**REPORTS TO:** Associate Director of Faculty Development  
**GRADE:** 11  
**SUPERVISES:** Student staff (Graduate/Undergraduate)

**BASIC FUNCTION:**

Support instructors as they grow as teachers and endeavor to connect their work to institutional initiatives around student success, diversity, equity, inclusion, and justice. Develop, deliver, and assess faculty development programs that enable instructors to craft a growth-oriented teaching career. Enact strategies to increase equity, inclusion, and student success. Work towards a campus culture which recognizes and appreciates effectiveness and excellence in teaching.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop, collaborate on, and facilitate opportunities for instructors to develop their skills in evidence-based, student-centered teaching and learning practices.

Infuse all programs with best practices regarding equity, diversity, inclusion, and justice.

Collaborate with the faculty development team to identify programming needs.

Assess effectiveness of Faculty Development programs.

Conduct educational development opportunities in multiple modalities: face-to-face, synchronous online, and asynchronous online.

Consult with instructors individually about course and assignment design.

Collaborate with other members of the Office for the Advancement of Teaching and Learning on office-wide initiatives.

Develop, collaborate on, and facilitate programs which foster a sense of belonging among members of the URI teaching community, including new instructors and instructors who come from marginalized backgrounds.

Continually grow in your skills as a faculty developer.

Contribute to the scholarship of teaching and learning through projects developed individually or in collaboration with instructors or members of ATL.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; spreadsheet, word processing, database, and presentation software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree; Minimum two years' experience working in a higher education setting; Demonstrated experience with the development and facilitation of pedagogical training for college-level instructors; Demonstrated college-level teaching experience; Demonstrated experience and dedication to integrating issues of inclusion, equity and social justice in your work; Willingness to learn and/or expand professional skills; Demonstrated critical thinking skills; Demonstrated ability to develop and maintain effective working relationships; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** PhD, EdD, or terminal degree; Minimum of two years' experience in higher education educational development and/or adult learning methods; Demonstrated experience with educational development in gateway courses; Demonstrated experience with educational development support for large enrollment courses (typically over 100 students); Willingness to contribute to the scholarship of teaching and learning; Demonstrated ability to create educational development experiences in multiple modalities (face-to-face, synchronous online, and asynchronous online); Demonstrated experience in cultivating coaching/mentoring programs for college-level instructors; Demonstrated experience with graphic design; and, Demonstrated experience with developing badging and/or microcredentialing programs.

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