

Position:

Faculty Development Director

3-year appointment (negotiable)

*75% reassigned time (allocation split during transition with previous director negotiable); up to 28 Extra Duty Days per academic year

* Suggested reassigned time allocation per semester during transition:

- Fall 2018: New Director 25% (current Co-Director: 50%)
- Spring 2019: New Director 50% (current Co-Director: 25%)
- Fall 2019/Spring 2020: New Director 75%
- Fall 2020/Spring 2021: New Director 75%
- Fall 2021: New Director 50% (incoming future Co-Director 25%)
- Spring 2022: New Director 25% (incoming future Co-Director 50%)

Date of Appointment:

August 21, 2018

Qualifications and Experience:**Required:**

Tenured MSUM faculty member with terminal degree in his/her field

Evidence of peer-reviewed publications and/or scholarly activity

Record of continuous professional growth

Demonstrated commitment to faculty development

Evidence of collaboration

Evidence of strong oral and written communication skills and excellent interpersonal skills

Effective analytical, organizational and problem-solving skills

Demonstrated ability to work with people of diverse backgrounds, including sensitivity to their needs and concerns

Desired:

Supervisory experience

Program assessment experience

Demonstrated commitment to advancing and supporting Diversity and Inclusive Pedagogy

Experience Managing University Budgets

Responsibilities:

The Faculty Development Director will work with the Faculty Development Committee (including the current Co-Director initially) to plan, develop, and implement a high-quality faculty development program that will achieve the following goals:

1. Assess MSUM faculty development needs.
2. Based upon faculty development needs, develop, find, broker, and advertise a variety of faculty development opportunities and workshops. Capitalize on MSUM faculty talent when possible.
3. Manage the Faculty Development Center budget.
4. Manage the Faculty Development Center.

5. Interact with other faculty development directors regionally, within Minnesota State, and at other institutions.
6. Intentionally expand expertise in faculty development including attendance at conferences and training workshops.
7. Develop and implement opportunities for faculty to interact and share their best practices.
8. Develop and maintain a Faculty Development web site which will include an updated calendar of faculty development events and opportunities.
9. Work with Office of Online and Extended Learning and Information Technology to monitor trends in educational technology to share with MSUM faculty.
10. Monitor and share pedagogical trends and best practices.
11. Work with Grants Officer to seek out and communicate opportunities for faculty development grants.
12. Supervise student workers on faculty development-related projects.
13. Interact professionally with OAS for scheduling of events and appointments.
14. Assess the success and learning outcomes of the faculty development program at MSUM.
15. Work with Human Resources, Information Technology, The Faculty Association, and the Office of Online and Extended Learning to plan and implement effective Orientation and Onboarding programming for new faculty members.
16. Plan and implement an annual Professional Development Day for faculty.
17. Work with the Office of Diversity and Inclusion and other related Centers on campus to provide appropriate programming for faculty related to Diversity and Inclusion.
18. Serve on the Universal Design for Learning and Digital Accessibility Committee.

The Faculty Development Director will report to Marsha Weber, Interim Vice President for Academic Affairs, and will receive dedicated work-study support and shared administrative assistance.

Application Information and Deadline:

Tenured faculty members who are current employees of MSUM are eligible to apply. Applications must include a letter of interest; curriculum vitae; the names, addresses, email, and telephone numbers of three professional references who are able to address skills relevant to the position. Applicants will provide a letter or minutes from their current department indicating consultation with department. Application deadline: March 16th, 2018.

Finalists will be interviewed by the Academic Affairs Council, the Faculty Development Committee, and will present at a campus open forum. These groups and individuals will submit recommendations to Interim Vice President Marsha Weber.

Apply to:

Kim Mollberg, Chair, Faculty Development Committee
CB 207E
Paseka School of Business
Minnesota State University Moorhead
mollberg@mnstate.edu