



## Job Description

Position Title	Director, Center for Pedagogical Excellence
Department	Center for Pedagogical Excellence
Reporting To	Vice President Institutional Effectiveness and Dean Student Affairs
Date	February, 2018
Type of Position	Full Time

### **POSITION DESCRIPTION**

The Director will support and advance faculty in their roles as excellent teachers, active scholars, and engaged mentors in a student-centered environment. Drawing on research and best practices, the director will offer innovative pedagogical programming; coordinate professional development services for faculty at all stages of their careers; and situate the center as a leader in pedagogical innovation among top tier universities and liberal arts colleges, with Yohsin as a core principle of teaching excellence. In close collaboration with the office of Academic Affairs and Dean of Faculty, the director will be responsible for developing and implementing a strategic plan for the center that emphasizes best practices in teaching innovation and effectiveness; reflects evidence-based learning strategies to support the success of all students; and contributes to the development of faculty as teachers, scholars and mentors.

The incumbent will create and lead a faculty advisory council to guide center programming; be responsible for developing and implementing a mentoring program; and a peer observation program for faculty. In addition, the director will have oversight and responsibility for maintaining operational excellence with respect to staffing, budgeting, programming, social media, and website for the center.

### **DUTIES AND RESPONSIBILITIES**

- Other responsibilities include:
- ✓ Developing programming and resources to enhance faculty understanding and practice of a variety of pedagogical approaches aimed at enhancing curriculum design, assessment strategies, teaching effectiveness and evaluations.
  - ✓ Assisting with or facilitating academic conferences and speakers.
  - ✓ Developing partnerships and learning communities to enhance center programming and pedagogical and scholarly opportunities for faculty.
  - ✓ Providing programming that supports faculty as active scholars and engaged leaders.
  - ✓ Working closely with the Library and the Office of Academic Operations to ensure that faculty have access to resources for excelling in their research and scholarship.
  - ✓ Working to build a welcoming and collegial environment that inspires faculty to experiment with methodologies that will enhance their teaching.
  - ✓ Assisting the office of Academic Operations to organize new faculty orientation.
  - ✓ Identifying, cultivating, and selecting potential candidates for excellence in teaching award and other awards.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"> <li>✓ Ph.D. or terminal degree in education or a related field.</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>✓ An established record as an administrator, which includes at least five years of experience in a teaching and learning center, preferably in a leadership role</li> <li>✓ Experience as a teacher within a higher education environment and experience of dealing with faculty of difference disciplines.</li> <li>✓ Strong understanding of academics in an undergraduate liberal arts setting</li> <li>✓ Demonstrated and applied knowledge of current, new and emerging pedagogical theories and practices (e.g. evaluation and assessment, collaborative learning, student-learning processes, course design etc.), the use of technology to enhance learning.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Experience with course and program assessment and improving learning outcomes; and extensive knowledge of current theories of learning, curricular design, and innovative teaching approaches.</li> </ul>
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<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Networking, Communication and Interpersonal Skills	High
2.	Organization Skills	High
3.	Understanding of a Liberal Arts Education model	High
4.	Command over knowledge of teaching strategies	High