

## **Announcement for the Position of Faculty Director of Teaching and Learning**

### **POSITION DESCRIPTION**

The Director of Teaching and Learning is a critical role within the Office of Undergraduate Education. Reporting to the Associate Dean for Undergraduate Education (UGE), the Director will provide strategic leadership to advance Habib University's vision for transformative undergraduate education by promoting innovative teaching frameworks, policies, and practices aligned with Habib University's mission, strategic priorities and objectives, and accreditation standards.

The Director designs onboarding and continuous professional development programs for faculty, fellows and academic/instructional staff, building capacity in pedagogy, technology integration, inclusive practices, and assessment. The role also drives data-informed improvements in teaching and learning, ensures quality and accreditation standards, amplifies the student voice, and fosters collaborations that promote excellence and innovation in education. The Director oversees the Center for Pedagogical Excellence (CPE) and the CPE lounge, and leads other relevant initiatives to strengthen faculty development, curriculum innovation, and assessment of student learning outcomes.

### **KEY DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of this position include, but are not limited to, the following functions:

- 1. Strategic Leadership for Teaching and Learning**
  - a. Develop and implement the strategic plan for enhancing Teaching and Learning in line with Habib University's vision, mission, and strategic direction in consultation with relevant offices.
  - b. Advise University leaderships for strategies, resources, and collaboration essential for fostering an overall excellence in teaching and a commitment to student-centered education.
  - c. Expand and define the CPAC-T (Content, Pedagogy, Assessment, Community and Transdisciplinary) framework vis-à-vis the University's mission, and strategic vectors and objectives across all academic programs.
  - d. Assist the Associate Dean for UGE in developing policies and guidelines related to teaching and learning, establishing direct and in-direct assessment strategies and tools to assess Program and University Learning goals across all majors and Habib Liberal Core.
  - e. Create frameworks and indicators to recognize 'Excellence in Teaching' across all academic programs.
  - f. Collaborate with deans, program directors, other faculty directors, faculty, and Office of Student Affairs to ensure an effective system for online learning
  - g. Promote and support internal and external teaching awards and fellowships
  - h. Serve as the Secretary of the University's Teaching Awards, and recommend effective procedures and structures to the Associate Dean, UGE and VPAA to encourage faculty participation and recognition of teaching excellence across the campus.
- 2. On-boarding and Pedagogical Development**
  - i. Develop comprehensive on-boarding programs for Program Directors, Faculty Directors, Faculty, Fellows, and Visiting and Adjunct instructors to familiarize them with the teaching and learning milieu, pedagogical expectations and teaching and learning related policies of Habib University.
  - j. Promote understanding and skills for the application of CPAC-T framework in all aspects of teaching and learning across all academic programs, including the Habib Liberal Core.
  - k. Support faculty, fellows, academic staff and adjuncts through mentoring, coaching, workshops, continuous professional development initiatives, and peer learning strategies to enhance pedagogical practices and the integration with industry and community.



- l. Build the capacity of faculty and academic leaders for technology use, reviewing curriculum, designing courses, engaging industry, academic advising, first year pedagogy and interpreting and using the student performance data and feedback for improving practices.
  - m. Sensitize faculty with and build their capacity for creating a respectful and inclusive environment in the classes vis-à-vis diverse genders, different abilities, mental health differences, and diverse educational backgrounds of students.
  - n. Work with the Director Academic Planning and Governance and Program Directors to create programs for the pedagogical development of the identified faculty and help them improve.
  - o. Advance the proficiency of faculty, fellows and staff in creative assessment design and feedback delivery.
  - p. Guide and encourage faculty for utilizing their professional development grants.
- 3. Assessment of Learning and Student Experience**
- q. Work in partnership with the Quality Enhancement Cell (QEC) and Institutional Research to collect and analyze data on course outcomes, assessments, student feedback and program-level learning achievements
  - r. Administer student surveys on their learning experiences
- 4. Scholarship of Teaching and Learning**
- s. In collaboration with the Office of Research, build the capacity of faculty for undertaking initiatives to promote scholarship of teaching and learning (SoTL).
  - t. Support teaching scholarship projects with faculty leading to research, publications, and knowledge dissemination initiatives.
- 5. Local and International Collaborations**
- u. Develop relationships and partnerships with local and international institutions focusing on the professional capacity building of faculty.
  - v. Engage partners in creating faculty-exchange programs, co-taught classes, and other opportunities for collaboration.
  - w. Work with the Associate Dean for Research, Industry Engagement and Applied Pedagogies to create collaborative pedagogical models with industry through instructional design of courses across all academic programs.
- 6. Additional Responsibilities**
- x. Assist the Associate Dean (UGE) in drafting reports, analyses, and presentations.
  - y. Serve on University committees or task forces as assigned.

### **Personal Specifications**

The successful candidate will be expected to demonstrate evidence of the following skills, capabilities and experience:

- a. An outstanding academic record, with an earned doctorate, and qualifications meriting appointment at the rank of assistant professor or above;
- b. Prior experience in designing and implementing faculty development programs or teaching frameworks.
- c. Understanding of the integration of technology in teaching and learning environments.
- d. An in-depth understanding and experience of working in an undergraduate liberal arts college environment that is student-centric, and committed to student success;
- e. Knowledge of SoTL (Scholarship of Teaching and Learning) methodologies will be an added advantage.



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### **Eligibility Criteria**

Eligible candidates must be holding a position as a ladder or non-ladder faculty at a reputable University.

### **Appointment Details and How to Apply**

Applications should consist of a CV, accompanied by a detailed cover letter. Please email these documents to [Academic@habib.edu.pk](mailto:Academic@habib.edu.pk).

An appointment will be made subject to receipt of satisfactory references. The appointed candidate will be offered a salary that is commensurate with their experience and appropriate to the seniority of this position.

The appointment will be for a period of **two years** and begins **January 1, 2026**.

Last date to submit applications is **November 10, 2025**.