Associate Director of the Center for Teaching and Learning

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Type: Full-Time
Salary: $67,500 - $75,000 per year
Application Due: Open Until Filled
Category: Faculty Affairs
Military
Salary Range: $67,500 to $ 75,000

Salary Determination

Starting salary rates are based on multiples factors which may include the position's major responsibilities, the applicant's background including education, work experience, and key competencies, the university's strategic priorities, internal peer equity and external market analyses, applicable federal, state, and local laws and negotiated labor contracts.
Is this a temporary position?

No
Position Summary

The Associate Director of the Center for Teaching and Learning (CTL) will work with faculty and staff to ensure course materials are accessible in compliance with SUNY guidelines and to improve the university-wide understanding and acceptance of Universal Design for

Learning (UDL) principles as beneficial teaching practices for all students. The Associate Director will lead faculty development workshops and work with faculty one-on-one to support the redesign of course materials and digital content.

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Watch to learn more about careers at SUNY Cortland:
https://youtu.be/krNjgXC95M0?si=k2l13TUB9mJ9YjD8
What makes SUNY Cortland a great place to work?

* Our positions provide predictable salary progressions, and many offer permanency.
* Generous benefits include health, dental, and vision insurance, various retirement program options, paid family leave and/or parental leaves, flexible spending and dependent care accounts, long term disability and tuition reimbursement.
* SUNY Cortland prioritizes work-life balance and well-being in all forms. The university's state-of-the-art Student Life Center is free for employees to use, with membership options for families. SUNY Cortland's Child Care Center welcomes the children of employees and community members, as space allows. Alternate work schedules are available with a supervisor's approval.
* Professional development opportunities exist through training, continuing education programs, tuition reimbursement and conference travel, based on funding.
* Cortland County and surrounding areas offer easy access to arts, entertainment, outdoor recreation and much more. **Experience Cortland** dives deep into the region's offerings

Major Responsibilities

Lead Accessibility Support

- Devise and implement campus-wide efforts to support faculty to make course materials accessible.
- Initiate and implement mechanisms for collaborating with faculty in small groups or individually to undertake and complete revision strategies.
- Answer academic accessibility-related questions.
- Work with departments and schools to ensure incorporation of SUNY Accessibility Guidelines.

Faculty and Staff Training, Development, Education, and Awareness

- Lead the development and implementation of faculty training programs focused on accessibility, inclusive teaching strategies/UDL, and best practices for supporting students with disabilities and learning challenges.
- Partner with faculty, staff, and campus leaders to promote awareness of academic support services, disability inclusion, and universal design for learning (UDL) principles.
- Work with faculty across academic departments to ensure that instructional materials, assessments, and teaching methods are accessible and inclusive for students with varying learning needs.

- Partner with faculty to promote learning environments that are accessible and engaging for all students to thrive.
- Provide faculty consultation and guidance to implement flexible instructional strategies and classroom environments that support neurodivergent learners.
- Advocate for and support the integration of Universal Design for Learning (UDL) and proactive design strategies.
- Assist in building a culture of compliance across the university and conform to regulatory expectations and best practices.

Campus Education and Outreach

- Lead, develop and deliver campus-wide training and professional development for campus community on disability awareness, access, and inclusion.
- Lead the design and delivery of training and programming that promote awareness of neurodiversity and help the campus community better support neurodivergent students in and outside the classroom.
- Serve as the chief promoter of issues related to course accessibility and disability inclusion through outreach, awareness campaigns, and partnerships with identity-based and wellness-focused programs.
- Engage with other accessibility stakeholders such as SUNY Level Liaisons, Disability Services, the Library, Institutional Technology, Faculty Committees.
- Build connections between the CTL and stakeholders.
- Partner with Information Resources (IR) to ensure that instructional technologies are accessible and share updated information across academic departments and support services such as Advising, Writing Center, The Learning Center, etc.
- Support CTL Director and staff in other efforts related to accessibility and course design.
- Share research and topics on accessibility to ensure the CTL is presenting the best information in all communications with faculty.
- Mentor instructional designers on issues related to accessibility.

Program Development & Continuous Improvement

- Keep current with emerging technologies, new products, methodologies, applications, and trends in the context of digital learning best practices.
- Monitor trends in online education and provide leadership in integrating emerging practices, technologies, and frameworks into institutional strategies.
- Stay abreast of current regulations and standards covering online and digital programs and works with colleagues to ensure digital and online programs meet state, federal and accrediting body standards, including accessibility guidelines.
- Demonstrate proficiency leveraging Artificial Intelligence based instructional design applications that foster new pedagogical approaches and efficiencies at scale.
- Support triannual review of program descriptions, learning outcomes, curriculum updates and accreditation self-studies.

- Partner with assessment & accreditation to incorporate data insights into curriculum mapping and course revisions.

Functional and Supervisory Relationships

- Reports to the Senior Director of the Center for Teaching and Learning
- Provides supervision to the CTL Instructional Design Team in the absence of the Senior Director
- Works closely with the CTL Instructional Design Team, individual faculty members, and departments across campus

Required Qualifications

- Master's Degree
- Minimum of three years' of professional experience working in higher education
- Demonstrated experience in faculty development in the use of technology for instructional purposes
- Experience designing, implementing, and conducting accessibility training
- Familiarity with Universal Design for Learning Guidelines
- Familiarity with accessibility tools such as Ally, Yuja, etc.

Preferred Qualifications

- Master's Degree in Instructional Design or Instructional Technology, Education, Disability Studies, or Special Education
- Experience working with higher education faculty on course design and accessibility
- Five or more years' professional experience working in higher education in instructional design, instructional technology, and/or a faculty development position related to teaching and learning
- Familiarity with the SUNY System and the new accessibility guidelines as listed in Title II

Knowledge, Skills & Abilities

- Proven ability to maintain high standards of accuracy and attention to detail
- Proven ability to collaborate and contribute effectively within teams
- Strong mentoring abilities to support our team of designers
- Effective oral and written communication skills
- Experience in presenting complex information clearly
- Proficient in planning, executing, and delivering projects on time
- Demonstrated ability to be creative and adaptable
- Technologically savvy and aware of emerging technologies, including Generative AI
- Empathetic to diverse needs

About the University

A top public university of approximately 6,600 students located in the geographic center of New York State, SUNY Cortland provides accessible, affordable education to students from across the U.S. body. One of 13 comprehensive universities in the State University of New York system, SUNY Cortland prides itself on its rigorous undergraduate and graduate programs in the liberal arts, sciences, education, and professional studies. For more than 150 years, SUNY Cortland has provided unmistakable value for students seeking a well-rounded academic, athletic, and social experience. The University ranks among the top campuses in the nation on Money magazine's "Best Colleges for Your Money List," fields a powerhouse Division III athletics program and boasts an impressive network of alumni making a difference in education, business, government, fitness, medicine and many other fields.

EEO Statement

The State University of New York at Cortland is an Affirmative Action/Equal Employment Opportunity/Americans with Disabilities Act (AA/EEO/ADA) employer. The university actively seeks applications from women, veterans, individuals with a disability, members of underrepresented groups or anyone that would enrich the diversity of the university.

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SUNY CORTLAND IS AN AA/EEO/ADA EMPLOYER. We have a strong commitment to the affirmation of diversity and have interdisciplinary degree programs in the areas of multicultural studies.

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