Director of the Office of Teaching & Learning

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Type: Full-Time
Salary: $65,000 - $75,000 per year
Posted: 4 days ago
Application Due: Open Until Filled
Category: Faculty Affairs
Inclusive

Scope of Responsibilities: Provide leadership and support for the institution's faculty development effort, including innovative learning technologies, pedagogical practices, and instructional design anddelivery across multiple modalities.

Essential Responsibilities:

1. Provide leadership and support of faculty development in the areas of teaching and learningmethods and practices, educational technology, curriculum development, and instructionaldelivery among multiple platforms.
2. Design and implement comprehensive faculty development programs that enhance teachingeffectiveness and incorporate a Christian biblical and theological worldview.
3. Assist faculty in integrating Christian faith and cross-cultural competence in curriculum.

4. Work collaboratively with the AI Committee and AI governance in instructing faculty on theeffective use of Artificial Intelligence as well as stewarding their students in the ethical use ofAI.
5. Work synergistically among the institution's schools and disciplines to support effective,innovative pedagogical practices on campus and remotely.
6. Stay current with emerging technologies/pedagogical principles and practices, and evaluate ifthese technologies are beneficial for faculty in enhancing the learning environment.
7. Engage in institutional assessment and accreditation activities of teaching and learning forstudent success as outlined in Criterion 3 of the Higher Learning Commission's Criteria forAccreditation.
8. Collect/analyze data, monitor participation, and evaluate the effectiveness of the institution'sfaculty development program, outlining data-informed recommendations for improvement.
9. Manage the Office of Teaching and Learning budget and resources effectively.
10. Teach two undergraduate classes per academic year.
11. Other duties as assigned by the Associate Provost.

Supervisory Responsibilities:

Professional Level

1. Oversee and/or engage directly in the pedagogical training of full-time and part-time faculty.
2. Manage the Office of Teaching and Learning.

Qualifications:

Minimum:

1. Master's degree with special interest around pedagogy, higher education, curriculumand instruction, instructional design/educational technology, educational psychology,or related field.
2. Four years effective teaching experience in higher education or equivalentprofessional experience in training/education.
3. Two years of experience in overseeing faculty development at the college level.
4. Demonstrated effectiveness in teaching strategies, delivery methods, and deliverymodalities.
5. Passion and ability to integrate biblical/theological principles into curriculum andfaculty development programs.
6. Strong understanding of institutional, program, and student learning outcomeassessment principles and practices in higher education.
7. Excellent interpersonal, presentation, and communication (oral and written) skills.

8. Appreciates engaging in a collaborative environment.
9. Inspires and encourages faculty to hone their skill.
10. Demonstrated desire to be a life-long learner.
11. Servant leadership attitude and approach.
12. Commitment to liberal arts education.
13. Clear support of institutional mission.

Preferred:

1. Teaching experience in a Christian liberal arts college or university setting.
2. Experience with online learning and instructional technology.
3. Understanding of Artificial Intelligence tools and ethical use within scholarship andthe classroom.
4. Experience with managing program budgets.

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