



OFFICE OF FACULTY
DEVELOPMENT

Position Description

Assistant Director of Faculty Development for Teaching and Learning (ADFDL) Office of Faculty Development

1. Report to the Director of Faculty Development and oversee the functioning of Teaching and Learning Fellows in the Office of Faculty Development.
2. Support the Director of Faculty Development in planning and implementation of programming in the Office of Faculty Development, and provide leadership for programming that relates to Teaching and Learning.
3. Meet regularly with the Director of Faculty Development to plan, coordinate, and implement programming effectively.
4. Develop and maintain a web presence, including curated resources, related to Teaching and Learning within the Faculty Development website.
5. Assist individual ranked faculty members upon request (including requests from those who are preparing for promotion and tenure reviews) on matters related to teaching.
6. Support the Director of Faculty Development in planning and facilitating New Educator and New Faculty orientations prior to the start of each academic year, particularly in areas related to teaching and learning.
7. Together with the Director of Faculty Development, assign mentors for new ranked faculty and coordinate the peer mentoring program that occurs during their first year.
8. Develop and implement Teaching Tuesdays – a weekly program that supports the GRAD and UG GEAs, strategic plan, and university-wide excellence in teaching as described by the TTP policy.
9. Assess the effectiveness of Teaching and Learning programming.
10. Oversee the work and contributions of Teaching and Learning Fellows who work with the Assistant Director of Faculty Development for Teaching and Learning to deliver teaching-related programming.
11. Oversee the formation and facilitation of professional learning communities that support university priorities in teaching (align with GEAs, strategic plan, etc.).
12. Manage the budget for Teaching and Learning, including distribution of funds associated with approved programming.