

Assistant Director
Office of Faculty Development

The Office of Faculty Development seeks applications for one (1) Assistant Director position to begin Spring, 2025.

Job Description: Assistant Directors in the Office of Faculty Development create and implement university-wide programming that supports best practices in teaching, learning, and assessment; pedagogical innovation across modalities (i.e. face-to-face, blended, fully online); research, scholarship and creative activity; and professional development opportunities for all faculty.

The ideal candidate will have a successful record of research and publication, teaching, and university service. They will develop programs that will attract faculty from a wide spectrum of disciplines and promote intellectual community and engagement. Assistant Directors meet regularly with the OFD Director and Advisory Board to develop new initiatives, increase attendance and retention at OFD events, and evaluate program efficacy. Assistant Directors serve a two-year term.

Responsibilities:

- Lead and develop a portfolio focused on Scholarly Success and Development
- Develop at least 4 programs/workshops per semester that support faculty research and scholarship across disciplines;
- Work with OFD staff and CITS Instructional Development team to plan an annual conference on current issues in pedagogy and higher education;
- Work with OFD Director on program initiatives that support the OFD's mission and meet changing needs of faculty;
- Work with OFD Director to develop and update OFD website;
- Work with OFD Administrative Assistant to promote and publicize events;
- Hold 2 weekly office hours in the Office of Faculty Development;
- Other duties as assigned.

Compensation: Course release for one semester per academic year or comparable stipend. Support for professional development related to OFD work will also be provided, as will workspace in the Office of Faculty Development.

Eligibility: Candidates must be tenure-track or tenured faculty members, must have a successful research and publication record, experience teaching in a range of instructional modalities, and a strong record of college and/or university service. Applicants should also have a record of participation in and/or development of OFD programming. Preferred qualifications include managing a research laboratory, including having received extramural funding and mentoring graduate students.

Preferred specializations include sciences (including SMAST), engineering, and nursing and health sciences. Interested applicants should discuss their application with their department chairperson and dean prior to submitting an application.

To Apply: Please send a letter of interest, a curriculum vitae, and a brief statement of support from your department chair to Ellen Mandly, OFD Administrative Assistant, at emandly@umassd.edu. The deadline for application is **5 p.m. on Monday, March 10th, 2025**. Questions should be directed to Dr. Michael Sheriff, OFD Director, at msheriff@umassd.edu.