

UNIVERSITY OF MASSACHUSETTS DARTMOUTH POSITION DESCRIPTION

OFFICIAL JOB TITLE: Director of the Office of Faculty Development

DIVISION: Academic Affairs

DEPARTMENT: Academic Affairs

REPORTS TO: Associate Provost for Faculty Affairs and Undergraduate Education

SUPERVISES: OFD Assistant Directors, Fellows, Staff and Administrative Assistant

SUMMARY PURPOSE OF POSITION: The Director of the Office of Faculty Development is responsible for developing and implementing initiatives that support the professional growth, success, and retention of faculty of all ranks at UMass Dartmouth. Reporting to the Associate Provost for Faculty Affairs and Undergraduate Education, the Director works closely with Colleges, Schools, Departments and Programs to identify current and emerging needs of faculty and their academic department/program. The Director manages the New Faculty Institute, develops seminars and workshops to address faculty/department/program needs, and guides the development of web-based information resources. The incumbent also undertakes an annual assessment of the effectiveness of the Office's programs. The Director works with the Office of the Provost, the Claire T. Carney Library, CITS/Instructional Development, and the Office of Research and Innovation to coordinate and support initiatives. The Director will oversee/manage/supervise the OFD, which includes Assistant/Associate Directors and an Admin Assistant.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:

- Develop, implement, and manage faculty development initiatives, including new faculty orientations, workshops, mentoring programs, and leadership development.
- Work with university leadership to align faculty development programs with institutional goals and priorities.
- Provide knowledge and skill-building seminars and workshops.
- Create culture of self-assessment of teaching/student learning
- Support the creation of web-based information resources to promote faculty development.
- Enhance the intellectual vibrancy of the faculty community on campus through events that promote the adoption of best practices in pedagogical innovation, assessment, and dissemination of knowledge.
- Evaluate the effectiveness of existing programs and implement improvements based on feedback and best practices.
- Provide support to faculty on issues such as career development, research productivity, teaching excellence, and work-life balance.
- Foster a culture of mentorship by developing formal and informal mentorship programs across academic departments.
- Develop and promote faculty development programs that support diversity, equity, and inclusion (DEI) in teaching, research, and service.
- Work with relevant campus offices to address the unique needs of underrepresented faculty and ensure inclusive practices across all faculty development programs.
- Annually report on OFD activities and outcomes to the Provost's office and other stakeholders.
- Maintain the Office of Faculty Development website.
- Assist with the preparation of self-study materials regarding Faculty Development for NECHE reaccreditation and interim reporting.
- Work with OFD staff and CITS Instructional Development team to plan the New Approaches to Teaching and Learning conference on current issues in pedagogy and higher education.
- Lead planning and implementation of the New Faculty Institute (NFI).
- Perform related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: The incumbent will have academic credentials required for an appointment to a tenure track position.

EXPERIENCE: Must be a current full-time member of the University of Massachusetts Dartmouth faculty with experience in faculty development curricula and its delivery.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Demonstrated knowledge of and experience with faculty development.

Demonstrated knowledge of the uses of web-based collaborative tools.

Strong communication and organizational abilities.

Able to perform duties independently and exercise independent judgment.

OTHER:

Compensation will include a combination of course releases and a stipend.