

**Assistant Director**  
Office of Faculty Development

The Office of Faculty Development seeks applications for one (1) Assistant Director position to begin September 1, 2024.

**Job Description:** Assistant Directors in the Office of Faculty Development create and implement university-wide programming that supports best practices in pedagogy, curriculum development and assessment, and professional development opportunities for all faculty.

This Assistant Director position will focus on the interests and needs of **teaching faculty**. The Assistant Director will work with the OFD staff and various units across the university to develop interdisciplinary programming in line with these specific interests and needs and provide resources to support the pedagogical best practices and teaching innovation of all teaching faculty. The ideal candidate will be an Associate Teaching Professor at UMass Dartmouth; will exhibit familiarity with the latest pedagogical strategies and discourses in higher education; will have a command of the promotion and review process for teaching faculty; and will have considerable experience leading and attending OFD workshops and events. Assistant Directors will meet regularly with the OFD Director and Advisory Board in order to develop new initiatives, increase attendance and retention at OFD events, and evaluate program efficacy.

**Responsibilities:**

- Identify specific interests and needs of teaching faculty;
- Develop at least 4 programs per semester that support the interests and needs of teaching faculty;
- Work with OFD Director on a series of New Faculty Institute (NFI) sessions and workshops, including the preparation of personnel actions, as related to teaching faculty;
- Work with the OFD and CITS Instructional Development to organize the annual New Approaches to Teaching and Learning Conference;
- Work with OFD staff on program initiatives to meet changing needs of FTL and PTL faculty members, which may include leadership of focus groups, reading groups, and/or assessment of OFD programming;
- Hold 2 weekly office hours in the Office of Faculty Development;
- Work with OFD Administrative Assistant to promote and publicize events.
- The Assistant Director position requires a three-year commitment. The position runs September 1 through May 31 each year.

**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. This is a three-year appointment that starts September 1, 2024 and runs through May 31, 2027.

**Eligibility:** Teaching faculty with at least four years of teaching experience at UMass Dartmouth may apply, though applicants at the rank of Associate Teaching Professor or higher

are preferred. Applicants should have a strong record of teaching experience in a range of instructional modalities as well as a strong record of college and/or university service. They should demonstrate excellent communication and collaboration skills, and should have an established record of participation in and/or development of OFD programming. Interested applicants are encouraged to discuss their application with their departmental chairperson and college 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](mailto:emandly@umassd.edu). The deadline for application is **5 p.m. Wednesday, May 22, 2024**. Questions should be directed to Dr. Jay Zysk, OFD Director, at [jzysk@umassd.edu](mailto:jzysk@umassd.edu).