

Interim Assistant Director
Office of Faculty Development

The Office of Faculty Development seeks applications for a one-year Interim Assistant Director position to begin September 1, 2024 and end May 31, 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 candidates will have a successful record of teaching, research and publication, university service, as well as familiarity with the latest scholarship on teaching and learning in higher education. 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 in order to develop new initiatives, increase attendance and retention at OFD events, and evaluate program efficacy. The Interim Assistant Director position is a one-year, non-renewable position that runs from September 1, 2024 through May 31, 2025.

Responsibilities:

- Develop at least 4 programs/workshops per semester that support faculty research and teaching across disciplines;
- 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;
- Oversee the Faculty Teaching and Learning Community program;
- 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.
- The Interim Assistant Director position requires a one-year commitment. The position runs September 1, 2024 through May 31, 2025.

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: Applicants must be tenure-track or tenured faculty members, must hold the terminal degree in their field, must have a successful research and publication record, teaching experience 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. 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 Wednesday, May 22, 2024**. Questions should be directed to Dr. Jay Zysk, OFD Director, at jzysk@umassd.edu.