

# Center for Faculty Excellence

## Director

The Director's primary responsibility will be the leadership of the Center for Faculty Excellence, including advocacy, program design and delivery, and administration and management of the Center. The Director will be highly involved in facilitating on-campus collaborations and partnerships, and promoting faculty and student success efforts.

### **Major Duties and Responsibilities**

The Center is multi-faceted, supporting the professional development of faculty (tenure and non-tenure track) across all career stages in the areas of teaching, research/creative/scholarly achievement, outreach/service/engagement, leadership, and work/life integration. The Center reinforces the mission and goals in the Montana State University strategic plan in all endeavors and values activities that are interactive, authentic, holistic, and supportive. The Director will report to the Senior Vice Provost.

The Director of the Center for Faculty Excellence will:

1. Plan and offer workshops, seminars, discussion groups, mentoring opportunities, and grants to support faculty professional development according to the mission of the Center. The work of the Center will reflect the university mission and strategic plan, national trends, and the literature in the field of faculty success and higher education.
2. Lead and manage an advisory committee consisting of academic and administrative representatives from across campus to provide guidance and input into the Center's activities. Facilitate and work with associated committees and units in carrying out the mission of the Center.
3. Offer new faculty orientation program and provide other support programs to early career faculty.
4. Plan Center end of the year celebration to recognize faculty achievements with and participation in Center activities.
5. Coordinate and be responsible for administering teaching awards and grants relating to the Center's mission to enhance faculty work across all career stages.
6. Organize and oversee other associated faculty enhancement programs such as the University Developing Excellence in Academic Leadership (DEAL) and initiatives regarding teaching with technology.
7. Work with the Provost's Office on academic student success initiatives such as High-Quality High-Impact Practices, active learning, service learning, faculty advising, curricular analytics.

8. Represent the Center as an active member in institutional committees that interrelate with faculty enhancement.
9. Facilitate relationships and connections among faculty relating to the Center's mission.
10. Promote interdisciplinary conversations and work relating to the Center's mission.
11. Continually assess professional growth needs and interests of faculty.
12. Work collaboratively with constituencies and partners across campus to deliver programs.
13. Provide proactive and timely outreach and communication of Center work
14. Maintain a vibrant web site that provides the schedule of offerings as well as resources.
15. Generate program reports and work with Center staff to develop assessment plans for programs and workshops to evaluate and highlight impact and progress towards achieving the Center's mission.
16. Manage the Center's budget.

### **Education and Experience required**

- Earned doctorate.
- Tenured.
- Commitment and vision for faculty development programs including knowledge of best practices and issues in faculty development and college teaching,
- Experience and success in teaching, research/creative activity/scholarship, and service/engagement in higher education.
- Leadership experience in a higher education environment.
- Leadership experience in a faculty development program encompassing areas corresponding to the Center's mission.
- Scholarly activities on the topic of college teaching and/or faculty development.
- Record of campus-wide collaborations.
- Ability to manage a budget that encompasses programming expenses, personnel costs, services, and supplies.
- Record of participation in national conferences and organizations on college/ adult teaching and learning or faculty development.

### **A successful director will**

- Plan, lead and facilitate effective meetings and workshops;
- Demonstrate a commitment to collaborative decision making and processes;
- Continue to develop a vision for the growth of the Center;
- Remain current with best practices in faculty development and higher education;
- Possess strong organization, communication, and interpersonal skills;
- Utilize knowledge of adult learning principles and practices;
- Understand of higher education academic structures and values;
- Work both independently and in a team;
- Create positive relationships with constituencies and partners across campus;
- Apply broader knowledge of organizational and higher education change processes.
- Manage a team of faculty development professionals, including a research resources coordinator, instructional designer, administrative support, and graduate assistant.