

Manager, Faculty Development

FLSA Status: Exempt

Pay Grade: 26

Job Title ID: 232003

Job Series/Job Family: Academic Program Support Series / Faculty Development & Evaluation Family

Reports To

Vice President, Instruction

Job Purpose

To plan, develop, and evaluate professional development programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Creates employee surveys, needs assessments, and satisfaction surveys for all professional development programs; prepares reports on professional development program attendance and evaluations.
2. Directs and coordinates sabbatical process, mentor program, and teaching excellence awards; oversees all support service processes and schedules support services meetings and timelines.
3. Plans department/discipline-specific training, working with other departments across the College; oversees and provides data reporting.
4. Implements presidential initiatives for professional development for faculty.
5. Develops creative and innovative programs to support institutional objectives.
6. Oversees and coordinates Shared Governance committees to implement organizational changes.
7. Supervises, hires, trains and evaluates professional development staff.
8. Develops and manages budget for department.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Teaching/learning techniques.
- Program administration and project management.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Three years related work experience, including one year supervisory work experience.

Preferred

- Five years work experience designing faculty performance evaluation systems; and/or strategic planning, organizing, and tracking and analyzing faculty professional development activities.

Education

Required

- Bachelor's degree

Preferred

- Master's degree in related field.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.