Director of the Teaching and Learning Center (TLC)

College of Saint Mary (CSM) in Omaha, Nebraska has an opening for a Director of the Teaching and Learning Center (TLC) to begin August 2012. The position is a faculty position with 75% release time to administer the Center. A 25% teaching obligation at CSM is one three-credit course per semester. The qualified candidate, along with an advisory board, will facilitate the TLC programs for faculty, staff, and students. The TLC is a new initiative at the College of Saint Mary. The Center director will develop a program for faculty development that promotes the scholarship of teaching and learning and best practices in teaching and learning. The director will coordinate collaboration among colleagues and support scholarship of teaching and learning. The director will also organize presentations and workshops and will provide consultations with faculty related to effective teaching practices.

Candidates must have a terminal degree and prior experience teaching in higher education in a program area offered by CSM. Candidates must also have experience in leading the scholarship of teaching and learning. Preference will be given to candidates who also have experience in faculty development, program development, and skills in collaborative leadership. Salary will be commensurate with rank, experience, and discipline.

College of Saint Mary hosts undergraduate, masters and doctoral level programs. College of Saint Mary, a women’s college at the undergraduate level, enrolls approximately 1,100 students. CSM is minutes from a thriving downtown that boasts ample opportunities to experience art and cultural events, beautiful gardens, and a world-renowned zoo. For more information about the position, please visit the website at www.csm.edu/employment.

To apply, send a letter of application, curriculum vitae, and three confidential letters of recommendation to: Academic Affairs, TLC Director Search, College of Saint Mary, 7000 Mercy Road, Omaha, NE 68106. Review of applications will begin October 31, 2011 and continue until the position is filled. For additional job information see job description below.

The College is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.
Position title: Director, Teaching and Learning Center

Supervision received: Vice President for Academic Affairs

Examples of Duties:

- Develop programs for faculty development
- Promote best practices in teaching
- Support and promote scholarship of teaching and learning with the help of an advisory board made up of interested faculty and staff
  - Organize presentations and workshops for faculty development
  - Provide consultations with faculty related to effective teaching practices
  - Coordinate collaboration among colleagues
  - Identify granting opportunities for scholarship of teaching and learning
  - Coordinate and administer minigrants for scholarly work and attendance at conferences for teaching and learning
  - Publicize process, solicit nominees, and administer peer-nominated teaching award
  - Identify and invite speakers for on-campus presentations promoting faculty and staff development
  - Coordinate focus group feedback as needed
  - Maintain TLC community site on MyCSM
  - Develop and disseminate yearly budgets for TLC projects
  - Determine technology and library needs related to TLC and make appropriate requests for new acquisitions
  - Develop and implement an assessment plan to assess the effectiveness of the TLC and its activities and offerings
  - Network with other institutions offering faculty development and SoTL programs
- Expand TLC offerings to staff and students
  - Request budget funds and develop process for staff and student minigrant programs
    - Scholarly projects minigrant
    - Conference Fund minigrant
- Establish a process to recognize, celebrate, and award excellence, tapping both in-house and external resources
- Teach an average of 3 credit hours per semester in an area of need and in the candidate’s area of expertise

Initiative, Judgment, and Job Complexity:

Direction: discretion is allowed within current job description and procedures.
Contacts:
Interpersonal and networking skills are critical to the success of this position. Director must be able to establish credibility with administration, faculty, staff, and students to effectively perform the duties of the position.

Occupational group:
Faculty

FLSA:
Exempt (Faculty contract)

QUALIFICATIONS FOR APPOINTMENT

Education:
Terminal degree in a program area offered by college of Saint Mary (CSM)

Personal:
Strong communication, leadership, and interpersonal relationship skills

Professional:
Member in professional organization(s), active participation in professional and community activities, prior higher education teaching experience

Position qualifications:
The person who holds this position must have experience teaching in higher education in an area offered by CSM and experience leading the scholarship of teaching and learning. Preference will be given to candidates who also have experience in faculty development, program development, and skills in collaborative leadership.

Physical requirements and working conditions:
Inside work environment; non-hazardous work.

Physical requirements:
Light physical exertion: normally seated, standing, or walking at will. Periodic handling of light-weight parcels or supplies.