

JOB INFORMATION

Effective Date	4/28/2022
Job Code:	2365
Job Title:	Executive Director, Center for Faculty Development
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	M4 - Senior Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	The Executive Director for the UHCL Center for Faculty Development is responsible for the overall professional development of UHCL faculty. Charged with developing instructional programming to support all levels of faculty in support of teaching, research, service, career development, and work/life balance. The Executive Director effectively communicates with a wide range of individuals and constituencies in a diverse community; provides a collaborative, supportive environment to promote faculty development capacity through faculty-centered programs and initiatives; and partners with multiple offices on campus to provide these services. This position teaches one course every year.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Doctoral Degree		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Ten years of higher education teaching experience.	Required	
Progressive	Significant experience in teaching, research, and service as well as supervisory experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of pedagogical (or andragogical) best practices.	Proficient
• Knowledge of faculty career development and mentoring.	Skilled
• Knowledge of diversity, equity, inclusion, access, and intersectionality.	Proficient
• Ability to use Microsoft Office, specifically Word, PowerPoint, Excel.	Skilled
• Experience using Learning Management Systems such as Blackboard.	Skilled
• Ability to use electronic conference software such as Zoom or Microsoft Teams.	Skilled
• Ability to manage multiple projects at one time.	Proficient
• Ability to collaborate and work with multiple offices towards a solution.	Proficient
• Ability to consult with faculty and help solve individual challenges.	Skilled
• Ability to work collaboratively with diverse individuals.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Develop and implement programs in all modes of delivery to enhance effectiveness of all UHCL faculty. Identify and plan relevant faculty development events, including internal and external guest facilitators. Implement programs that align with current research on effective professional development for teaching, research, service (including academic leadership), career development, and work-life balance. Includes being a consultant for individual faculty.	50%
• Manage Center for Faculty Development space and resources. Signature authority on accounts for Center for Faculty Development. Budget best use of funds for faculty development and communicate budget priorities.	10%
• Supervise personnel associated with Center for Faculty Development including staff, Faculty Fellows, and other leaders of CFD programming.	10%
• Continually evaluate emerging best practices in educational development and determine applicability to the University. Communicate these best practices to faculty.	10%
• Critically assess and evaluate the effectiveness of center programming and initiatives.	5%
• Participate in development, implementation and maintenance of policies, objectives, and strategic planning at the University.	5%
• Teach one 3 hour credit or equivalent course each academic year.	5%
• Other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
10%	