



MSU Billings University Campus Faculty

Job Description: Faculty Co-Director for Center for Teaching and Learning

Term: 3 years, beginning Summer 2024

The successful candidate is a faculty leader who, working across campuses, brings a hands-on approach to collaboration, design, and fostering a climate of faculty professional development. The Co-Director understands best practices in online learning, structural design, and supporting the needs of a diverse group of faculty and students. This position provides strategic vision, direction, development, promotion, and implementation.

Essential Duties:

Develop programming on innovative pedagogy in concert with center staff.

Facilitate and participate in CTL programs and events.

Encourage faculty participation in center programming.

Develop orientations for new full-time and part-time instructors.

Partner with other campus divisions to facilitate workshops for faculty.

Promote the CTL as a place for networking, mentoring, and sharing of best practices among faculty.

Nurture a community of learners, including new faculty and mentoring for full-time and part-time instructors.

Encourage a campus culture engaged in critical self-reflection and critical self-improvement.

Facilitate HyFlex trainings and review faculty course designs.

Develop and promote career development materials and support, including guidance on peer review and faculty evaluation.

During the summer, work with CTL staff to design and develop workshops for the upcoming academic year, and for the new faculty orientation.

Qualifications:

A general knowledge of learning theory, pedagogical methods, learner-centered environments, impact of emerging technologies and trends on higher education practices, open educational resources (OER), course assessment, e-learning/ e-pedagogy, learning management systems, and technology resources.

HyFlex trained.

Full-time faculty member (1.0 FTE) on the university campus that has been at MSUB for at least 5 years.

Key attributes include effective leadership, strong verbal and written communication skills, and the ability to develop self-directed team-based leadership in others.

Demonstrated commitment to innovative pedagogy.

Montana State University Billings

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