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.