

## Center for Faculty Excellence Director

The Director's primary responsibility is to provide leadership for MSU's Center for Faculty Excellence, including advocacy, program design and delivery, administration and management. The Director facilitates on-campus collaborations and partnerships, and promotes faculty and student success efforts.

### **Major Duties and Responsibilities**

The Center's mission is to support the professional development of faculty (tenure and non-tenure track) across all career stages in the areas of teaching, scholarship, outreach/service, leadership, and work/life integration. The Center reinforces the mission and goals in the Montana State University strategic plan in all endeavors and values activities that are interactive, authentic, holistic, and supportive. The Director reports to the Vice Provost.

The Director of the Center for Faculty Excellence will:

1. Lead a team of instructional designers and faculty development staff to:
  - a. Plan and offer workshops, seminars, discussion groups, mentoring opportunities, and grants to support faculty professional development.
  - b. Design and conduct the new faculty orientation program and provide other support programs to early career faculty.
  - c. Continually assess professional growth needs and interests of faculty for improvement of the Center's programming.
  - d. Assess the Center's programs and workshops for effectiveness.
  - e. Provide proactive and timely outreach and communication of Center work.
  - f. Maintain a vibrant website that provides faculty resources and the schedule of offerings.
  - g. Coordinate and administer teaching awards and grants relating to the Center's mission to enhance faculty work across all career stages.
  - h. Publish an annual Center report.
2. Ensure that the work of the Center reflects the university mission and strategic plan, national trends, and the literature in the field of faculty success and higher education.
3. Lead and manage an advisory committee consisting of academic and administrative representatives from across campus to provide guidance and input into the Center's activities.
4. Facilitate and work with associated committees and units in carrying out the mission of the Center.
5. Assist with other associated faculty enhancement programs such as the university's Developing Excellence in Academic Leadership (DEAL) program and initiatives regarding teaching with technology.
6. Work with the Provost's Office on academic student success initiatives and curriculum reform.

7. Represent the Center as an active member in institutional committees that interrelate with faculty enhancement.
8. Facilitate relationships and connections among faculty relating to the Center's mission.
9. Work collaboratively with the members of the Research Alliance and other partners across campus, such as the academic colleges, Academic Technology and Outreach and the Allen Yarnell Center for Student Success, to deliver relevant training.
10. Promote a respectful and supportive working environment in a shared office arrangement.
11. Oversee the campus-wide administration of course evaluations and serve as back-up administrator.
12. Manage the Center's budget.

### **Required Qualifications**

- Current faculty member (tenure-track or non-tenure-track) with instructional duties at Montana State University.
- Terminal degree in their field of study.
- Experience with teaching, research/creative activity/scholarship, and service/outreach in higher education.

### **Preferred Qualifications**

- Commitment and vision for faculty development programs including knowledge of best practices and issues in faculty development and college teaching.
- Record of sustained teaching effectiveness at the college level.
- Demonstrated leadership in a higher education environment.
- Record of interdisciplinary and/or inter-divisional collaborations.
- Demonstrated ability to manage a budget that encompasses programming expenses, personnel costs, services, and supplies.

### **A Successful Director Will:**

- Supervise and lead a team of faculty development professionals.
- Plan, lead and facilitate effective meetings, programs and workshops that serve the needs of faculty and departments.
- Demonstrate a commitment to building an inclusive environment and collaborative decision making.
- Continue to develop a vision for the growth and efficacy of the Center.
- Remain current with best practices in faculty development and higher education.
- Possess strong organization, communication, and interpersonal skills.
- Utilize knowledge of adult learning principles and practices.
- Understand higher education academic structures and values.
- Create positive relationships with constituencies and partners across campus.