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Director of the Academy of Teaching and Learning Excellence (ATLE) – California Northstate University, Elk Grove, California, USA

Closing Date:

One position, Open until filled

Description: Director of the Academy of Teaching and Learning Excellence (ATLE)

Assistant/Associate/Full Professor level, California Northstate University, Elk Grove, CA.

Effort:

This directorship is in addition to a full-time faculty workload, part-time, exempt.

Overview:

The Director of the Academy of Teaching and Learning Excellence guides faculty to achieve excellent learning outcomes through development of faculty members' expertise in teaching methodologies and pedagogies. The Director of the Academy of Teaching and Learning Excellence is an administrative, twelve-month position that includes the expectation of teaching in an academic College or program at CNU.

Responsibilities:

- Leads the development, implementation, and evaluation of the strategic plan initiatives and institutional effectiveness plans for the Academy of Teaching and Learning Excellence and for Testing Services.
- Supports academic units and programs to achieve goals in alignment with the California Northstate University Strategic Plan.
- Maintains a climate that encourages interdisciplinary engagement, participation, collegiality, and innovation.
- Responsible for assessing faculty needs for development, designing programs to meet identified needs, and assessing effectiveness of programs from attendance, satisfaction, and outcomes.
- Works collaboratively and effectively with the Vice Presidents, Deans, and Department Chairs and Academy members to establish a plan for achieving expected outcomes for teaching excellence.
- Creates annual plan of Education Forums to establish the teaching pedagogic platform.
- Develops culturally responsive and evidence-based training for teaching



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- Collaborates with the staff in Information Technology, Registrar's Office, and other University departments to assure smooth operation of the learning management system.
- Participates in new faculty and student orientation programs to introduce the learning management system.
- Seeks input from assessments such as Educational Benchmarking, Noel Levitz student and faculty surveys, etc. to identify needs for improvement.
- Supports the appropriate resolution of concerns, complaints, grievances and suggestions in accordance with University policies.
- Works with faculty, both full-time and adjunct, in groups or individually to foster excellence in teaching and assessment of student outcomes.
- Maintains personal professional development by staying updated on literature on teaching and learning, emerging teaching and learning technologies, and electronic platforms.
- Guides faculty in the integration of technology to support teaching and learning.
- Fosters an understanding of learning needs of students of disadvantaged backgrounds, including racial and ethnic minorities.
- Engages faculty with innovative, effective teaching strategies, modeling effective teaching and learning techniques in the delivery of faculty development sessions.
- Embraces both faculty learning community and student learning community.
- Collaborates with the Manager of Continuing Education Programs to provide continuing education workshops, seminars, or programs.
- Assures consistent implementation of University policies and procedures within the department.
- Collaborates with Student Services to provide expertise in the development or enhancement of tutoring, learning communities, supplemental instruction, and student success programs.
- Prepares budgets for Academy of Teaching and Learning Excellence and Testing Services, prepares budget requests, and exercises fiscal responsibility for the department. Establishes schedules for faculty development activities in consultation with Deans/Department Chairs and Academy members.
- Assures policy development and review in accordance with timelines established.
- Manages Academic enterprise software systems, e. g., Examsoft®, CAMS, CANVAS, and others necessary for faculty to achieve excellence in instruction.
- Serves as the report for the Coordinator of Testing Services and Testing Associate
- Manages Teaching Awards and Mini-Grants.
- Teaches a minimum of one course (with a maximum of two courses) each academic (fall, spring, summer) year.
- Teaches one course each calendar year in an area of educational qualification.
- Other duties as assigned.



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Qualifications:

- Doctorate (PhD, EdD, PharmD, MD) Degree from a regionally accredited college or university required
- Ability to work effectively in an inter-disciplinary environment

Qualities:

- Exceptional interpersonal communication skills
- Abilities to lead collaborative inter-organizational programs
- Knowledge about design of adult learning and active learning educational experiences
- Commitment to professional excellence and innovation in health sciences education

EXPERIENCE

- Academic background as an expert educator across both online and on campus pedagogy and teaching methodologies; demonstrated capacity to develop faculty colleagues as excellent educators required; expertise with administration of learning management systems and faculty development in the use of such systems required; and two years teaching experience at the college level required.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7300.