

Cincinnati State Center for Teaching and Learning
Faculty Coordinator

This is a release-time assignment open to any full-time faculty member (tenured or tenure-track) or adjunct. Release provided is 8 units per semester for Fall 2023 and Spring 2024. (Summer 2024 to be determined)

General Responsibilities:

In collaboration with other College stakeholders, plan and implement Cincinnati State Center for Teaching and Learning (CTL) services, programming, and/or other support for faculty, including:

- Develop recommendations for CTL activities for the 2023-24 academic year.
- Facilitate or provide opportunities and resources that assist all faculty members (full-time and adjunct) in improving their teaching skills and course development skills.
- Provide opportunities and resources that assist new full-time instructional faculty members with improving their teaching effectiveness.
- Provide services and resources that help support HLC accreditation criteria related to professional development and assessment, and provide related documentation to support accreditation requirements.
- Help publicize on-campus and off-campus events that support the mission and goals of the CTL.
- Regularly attend meetings of the Faculty Senate Professional Development Committee and coordinate meetings of the CTL Advisory Committee.
- Provide periodic reports and an annual summary report to the Office of the Provost, the Professional Development Committee, and the CTL Advisory Committee, regarding the activities and accomplishments of the CTL to achieve its mission and goals.

Expectations:

- Set measurable outcomes/goals for the CTL for 2023-2024 (and each academic year in role) including but not limited to number of full-time and adjunct faculty served, number of offerings delivered by the CTL, and number of other professional development offerings communicated to full-time and adjunct faculty.
- Regularly publish/disseminate in an easily accessible format information about the schedule for available services, events, and other support provided by the CTL, and educational activities available to full-time and adjunct faculty externally (GC3, SOCHE).
- For faculty who must earn CEU requirements for licensure, publish/disseminate information about appropriate educational opportunities.
- In collaboration with other College stakeholders, collect and organize teaching and learning resources (physical and digital) into accessible form in the CTL location (Room 217 Main) and on a website and/or Blackboard site or other appropriate location.
- Work with the Professional Development Committee, the Office of the Provost, and other key College stakeholders to identify specific faculty needs related to teaching and learning resources and services.
- Work with the CTL Advisory Committee and other College stakeholders to identify, develop, and plan for professional development, specific services, events, and other supports related to teaching and learning. Implement other services and/or activities consistent with the mission of the CTL

Desired Qualifications:

1. Demonstrated excellence in teaching, including a variety of formats and techniques.
2. Excellent interpersonal communication skills and presentational communication skills (writing and speaking).
3. Demonstrated technical skills related to developing, using, and distributing online resources.

4. Familiarity with Cincinnati State's current online resources that assist teaching and learning.
5. Understanding of and experience with Cincinnati State's governance structure and committee system.
6. Understanding of College student success/retention initiatives and services.
7. Demonstrated understanding of and experience working with a variety of faculty and academic administrators.
8. Demonstrated interest in fulfilling and building on the mission and vision for the CTL and in working collaboratively with the Professional Development Committee and the Office of the Provost.

Assessment:

This release-time work will be monitored and assessed each semester and annually by the Office of the Provost, with input from the members of the Professional Development / CTL Advisory Committee.

How to Apply:

If you are interested in this position, please submit the following by email to ProvostOffice@CincinnatiState.edu:

- A statement describing:
 - Your vision for leading the Center for Teaching and Learning.
 - Your unique qualifications for this position.
- A portfolio that demonstrates your teaching excellence.

Application Deadline: September 15, 2023