

**Southern Connecticut State University  
Office of Academic Affairs**

**Coordinator of Faculty Development  
2024-2026**

In accordance with university policy for leadership positions for which full-time faculty receive reassigned time from the administration, the Provost is soliciting applications from individuals who are interested in serving as Coordinator of Faculty Development.

**Duties and Responsibilities:**

The Office of Faculty Development serves a key role in achieving the university's strategic plan by enhancing faculty members' abilities to be productive and innovative professionals. The Coordinator selected will work closely with the Faculty Development Associate and Graduate Assistant(s) to provide additional energy and ideas regarding workshops and events for faculty that enhance teaching effectiveness, curricular quality, and writing proficiency. The Coordinator will work primarily with the faculty development activities committee FDAC, the office of sponsored programs and research SPAR, and report to the Associate Vice President for Academic Affairs.

**Specific responsibilities include, but are not limited to the following:**

- With the Faculty Development Associate, manage the review process for the FDAC committee on the distribution and recommendations for faculty development and curriculum grants;
- Work with relevant faculty committee on faculty awards;
- Provide input on workshops and events that include new faculty welcome, mentoring, the winter faculty forum, and spring teaching academy
- Collaborate with areas and divisions that also provide professional development opportunities including: DEI, Center for Teaching & Learning; Center for Educational & Assistive Technology, Center for Online Learning, Student Affairs, staff, and the Associate Deans
- Support workshops or programming for faculty (FT/PT) regarding updates and changes to the general education and other faculty processes as arise;
- Work closely with the Faculty Development Associate, who manages daily operations;
- Provide regular reporting to the AVPAA

**Persons seeking this position must have the following qualifications:**

- Full-time, tenured or tenure track faculty members (including Librarians)
- Commitment to inclusive teaching and a culturally responsive pedagogy and andragogy
- Familiarity with, or record of being awarded a faculty development and/or curriculum grant
- Demonstrated history of ability to work collaboratively and harmoniously in a collegial environment with faculty, staff, and students with diverse backgrounds and abilities, and with a variety of internal and external groups
- Willing and able to manage ambiguity
- Demonstrated ability to align limited resources with institutional priorities

**Application and Selection Process:**

Persons interested in seeking the position should apply using [the online application form](#). The deadline for receipt of applications is close of business **on March 3, 2024**.

The Associate Vice President for Academic Affairs will review the materials of all applicants and will interview selected finalists. The Provost will announce the choice for the position after the successful applicant notifies the AVP AA and the Provost of their acceptance of the position.

**Reassigned Time, Effective Date, and Term of Appointment:**

The Coordinator of Faculty Development will receive fifteen (15) hours of reassigned time to be distributed between fall and spring semesters contingent upon department teaching obligations and grant deadlines. The Coordinator will receive one (1) credit of compensation during the summer.

This appointment will be effective summer session B 2024. The term will be two (2) academic years from the date of appointment. The position will be re-advertised in the spring of the final year of the incumbent's appointment. The incumbent will be eligible for reappointment, depending upon the quality of their performance during the term in question and providing that the appointment will not substantively interfere with the operation of the person's department.

Revised February 1, 2024 TM