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**JOB POSTING
OFFICE OF HUMAN RESOURCES
June 9, 2017**

POSITION: Director of the Academy for Teaching Excellence
DEPARTMENT: Academy for Teaching Excellence
DIVISION: Academic Affairs
HOURS: Full-Time, Exempt, Monday through Friday, 8:30 – 4:30

Note: as a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

General Description:

Provides leadership to NYCC's Academy for Teaching Excellence to support and guide all faculty and instructional staff regarding educational best practices for achieving instructional and curricular excellence.

Function:

1. Creates and provides faculty development through educational opportunities which support the mission of the College for all faculty and instructional staff.
2. Supports the mission of the college.
3. Performs the administrative functions for the Academy for Teaching Excellence.
4. Models and promotes professional behavior and stewardship toward NYCC programs and facilities.

Organizational Relationship:

1. Reports to the Director of Academic Services.
2. Works in partnership with all academic deans, directors, chiefs of staff, the systems administrator and the educational technology personnel.
3. Responsible for the direct supervision of the instructional technologist.

Specific Duties and Responsibilities:

1. Provides leadership and oversight to the Academy for Teaching Excellence.
2. Creates and maintains a faculty development plan based on a yearly budget that supports the goals of academic affairs.
3. Evaluates and solicits feedback of faculty development programs.
4. Designs, develops and assists in identifying faculty development opportunities; this includes on-campus or virtual in-services, external speakers, annual teaching forum, clinical educator weekends, and peer evaluation process and training for academic advising as requested.
5. Participates in the formal mentoring process and new faculty hire orientation.

6. Provides support to faculty with individual pedagogy consults and classroom visits.
7. Provides support for programmatic design, development, and implementation.
8. Provides support and communication to faculty and staff regarding the utilization of the online learning management system, testing and learning assessment systems, or other systems commonly used by faculty.
9. Periodically evaluates the learning management system for alignment with NYCC's mission and curricular objectives.
10. Standing member of the Curriculum Committee.
11. Supervises, supports, and evaluates the instructional technologist.
12. Keeps abreast of new opportunities in the area of faculty development through collaborations with professional organizations.

Methods of Accountability:

1. Written and oral reports to the Director of Academic Services.
2. Performance evaluation by the Director of Academic Services.
3. Stakeholder satisfaction.
4. Successful management of faculty development plan.

Mental and Physical Requirements:

1. Ability to effectively communicate with faculty and stakeholders.
2. Flexibility to perform multiple tasks simultaneously and to complete duties with frequent interruptions.
3. Ability to provide and receive feedback in a non-confrontational manner.
4. Ability to provide a balance of rational guidance and empathetic support.

Education and Training:

1. Doctoral degree in higher education, teaching and curriculum, or related field is required.
2. Three years of experience supporting faculty members and program administrators in a professional graduate environment is recommended.

Working Environment and Conditions:

1. Supportive, action-oriented leadership.
2. Some travel required.
3. Welcoming environment.

Equipment and Tools

1. Standard office equipment (desk, chairs, computer, printer, bookshelf, filing cabinets, work table, telephone, etc.).
2. Resources, text, catalogs, etc.
3. Administrative assistance through the office of the Director of Academic Services.

If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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