

Director of Teaching and Learning
 Position Description & Academic Appointment Process
 for 3-year Academic Appointment to Director

Summary

The University of Portland, in response to faculty advocacy over many years, seeks to create a Center for Teaching and Learning (CTL) that fosters collaborative efforts to enhance the teaching and learning component of the University mission through cultivating excellent faculty teaching and through shepherding high impact learning initiatives. The Director of Teaching and Learning would be initially responsible for developing a vision for the Center by leveraging campus connections and then planning the next few years of programming and growth. The full details of the position are available in the attached proposal/report prepared by a cross-campus task force with input from faculty, staff, and administrators.

Responsibilities

- Work with stakeholders across campus to form a CTL leadership collective that will collaboratively help to identify annual priorities for teaching and learning initiatives moving forward
- During the provisional year the Director will be responsible for developing a vision for the CTL, explore long-term funding models, and communicating with campus constituencies to develop a sustainable long-term organizational concept for the Center
- Coordinate and support a team of Faculty Teaching Fellows, providing guidance and support for annual initiatives that strengthen the CTL's five pillars: Innovation in Teaching and Evidence-Based Practice; Inclusive Education; Assessment for Learning; Curriculum Design and Implementation; Teaching Technologies.
- Coordinate opportunities and support for faculty to engage in professional growth and development within the CTL's five pillars.
- Create programming, drawing primarily from local talent and ideas from campus (for luncheons, presentations, workshops, panels, demos), while offering occasional guest speakers on a variety of teaching & learning topics.
- Offer faculty consultation for problem-solving, team teaching, brainstorming just-in-time solutions, and other related pedagogical challenges.
- Foster best practices in evidence-based teaching and assessment techniques for teaching effectiveness, including building structures and incentives for peer evaluation of teaching.
- Explore methods for the UP mission to be engaged in the classroom regardless of course or discipline.
- Collaborate with the Committee on Teaching & Scholarship on professional development opportunities such as Faculty Development Day. Coordinate with the Provost's Office to support new faculty orientation.
- Solicit and develop teaching resources (including teaching tip blog posts, videos, recommendations, and related materials featured by the Teaching & Learning Collaborative).
- Curate a CTL space that forms a welcoming hub for faculty, including meeting space and a small library of teaching resources.
- Develop a faculty grant program allowing faculty opportunities for curriculum and instructional delivery design and innovation.

Requirements

Minimum

- Full-time UP faculty member (instructors, lecturers, and tenure-track of all ranks are all encouraged to apply)

Preferences

- A record of professional development in a higher education context
- Experience organizing events and programs
- A record of cross-campus collaboration
- Experience with initiatives around inclusive education
- Experience with evidence-based practices and innovative teaching
- Organizational skills

Application Process

1. Candidates are encouraged to reach out to Lars Larson (larson@up.edu), Chair of the CTL Taskforce, for any questions regarding the scope and responsibilities of the position.
2. Submit letter of interest and C.V. to Kathleen Staten (staten@up.edu) by Thursday, April 28 at 5:00 p.m. The application timing, while seemingly coincident with the end of the term busyness, is to ensure time to find replacements for the Director's teaching responsibilities for the 2022-2023 academic year.
3. In your letter of interest, please note that you have discussed your application with your Dean, Associate Dean, and Department Chair.
4. The search committee will review applications and select two finalists for interviews and campus meetings.
5. Finalists, Search Committee, and Provost's Council will meet for final discussions.
6. The search committee will make a recommendation to the Provost on the selection of a Director. The Provost will appoint the Director.
7. The CTL Task Force chair and Provost hopes to announce the selected candidate by June 1.

Workload, Funding, and Organizational Structure

1. The Director position would have a 1:1 teaching commitment and a stipend that is approximately one month of salary (or stipend equivalent) for summer work. The specific terms of the stipend will be coordinated during the drafting of the memorandum of understanding for the position details. The formal compensation strategy would be determined during the provisional year.
2. The Director would report to the Office of the Provost, while also identifying priority initiatives through consultation with the CTL collaborative leadership group and the CTL teaching fellows.
3. The funding for the CTL is coming from Provost endowed funds, HHMI collaboration funds (see #4 below), and Development/Donor funds to be identified over the next few years. The CTL will also participate in the Budget Working Group requests similar to other Academic Division entities.
4. A portion of CTL funding will come from a 6-year Howard Hughes Medical Institute (HHMI) Inclusive Excellence grant beginning in academic year 2023. This learning grant is centered on collaboration across institutions to increase instructor capacity for inclusive teaching through a professional learning community. Candidates are encouraged to reach out to Jacquie Van Hoomissen (vanhoomi@up.edu), Associate Dean in CAS, to learn more about the HHMI grant and funding model.