Associate Director Faculty Teaching Initiatives

University Job Title: Associate Director, Faculty Teaching Initiatives

Bargaining Unit: None - Not included in the union (Yale Union Group)

Time Type: Full time

Duration Type: Regular

Compensation Grade: Administration & Operations

Wage Ranges: Click https://your.yale.edu/work-yale/careers/wage-ranges to see our Wage Ranges

Work Location: Central Campus

Worksite Address: 120 High Street
New Haven, CT 06511

Work Week: Standard (M-F equal number of hours per day)

Searchable Job Family: Communications/Editing/Teaching

Total # of Hours to be Works: 37.5

Position Focus:

The Yale University Poorvu Center for Teaching and Learning is currently hiring two positions on the Faculty Teaching Initiatives (FTI) team. Diversity, equity, inclusion, and belonging in teaching is a primary focus for our team. We would like to expand our team’s expertise in critical, antiracist, and social justice pedagogies across various disciplines with both hires. We invite applicants to broadly interpret expertise in critical, antiracist, and social justice pedagogy. This position will be at either the Assistant or Associate Director level, depending on incoming level of experience and demonstrated expertise. To be hired at the Associate Director level, significant experience facilitating professional development will be required.

The person in this position will work in collaboration with the FTI team and others on campus to promote effective and equitable teaching practices and support faculty in their reflective practices. Through consultations, facilitated discussions and workshops, grants funding, and web resource development, the person in this position will support the Poorvu Center’s work to build a shared community for teaching and learning at Yale. The person in this position will also contribute to and benefit from the supportive and collegial work environment of the FTI team and the Poorvu Center and will have opportunities to shape our collective work culture. The center provides resources for
professional development and the FTI team supports each other through collective sharing of expertise and resources. The specific work of the person in this position will be guided by their expertise, interest in the various FTI programs, and identified instructor needs.

The Poorvu Center's mission to promote teaching and learning is rooted in a culture that prioritizes equity, accessibility, and the growth of each team member. We care for one another as professionals and human beings. We value the perspectives of individuals from diverse backgrounds, experiences, identities, and expertise. And we support one another in learning from our failures as much as our successes.

Please include a cover letter and CV to apply for this position. The interview process for this position will involve three stages, including a self-recorded video responding to a set of questions, a mock syllabus consultation on Zoom, and an in-person workshop and interview. Our hope would be for someone to start in this position sometime between February and June 2023.

Please note that the Essential Duties listed are generic university Associate Director responsibilities. The specific responsibilities of these positions include:

Work to enact the goals and priorities of the Poorvu Center and the FTI team. Facilitate regular faculty discussions and workshops that emphasize community and the sharing of pedagogical practices. Conduct confidential, one-on-one teaching consultations and classroom observations. Develop web resources to support effective and equitable teaching practices at Yale. Assist in the dissemination of grant funding programs to support effective classroom instruction and other institutional priorities, such as the Belonging at Yale initiative. Establish working relationships with faculty, Poorvu staff, and other campus groups to understand faculty practices, needs, and resources. Stay current in the educational literature and the literature on diversity, equity, inclusion, and belonging. Identify areas of personal growth and needs and support the professional growth of the team. Contribute to effective team dynamics and communication.

Essential Duties:

1. Work with the Director on strategic planning and cultivating partnerships on campus to identify needs, opportunities, and develop targeted programming. Identify best practices and resources available beyond Yale. 2. Collaborate with Director to manage teaching grant programs, learning communities, and other cohort-building experiences centered in the Poorvu Center, and collaborate with other Poorvu Center colleagues as appropriate. 3. Lead select elements of Faculty Teaching Initiatives programming, such as workshops and teaching development courses, as they align with candidate’s skills and training. 4. Develop and maintain working relationships with faculty and Poorvu Center staff through the design and implementation of consultations, institutes, workshops, and other programming informed by campus needs and educational research. 5. Responsible for initiating and maintaining specific relationships with select departments, schools, and communities across the University. 6. Customize learning
materials to subject area domains of faculty teaching across divisions and schools campus-wide. 7. Support faculty course design initiatives and assessment development, customized to subject area domains of faculty teaching across divisions and schools campus-wide. 8. Maintain and develop a deep and current understanding of educational research, particularly as it relates to teaching and learning in university classrooms, and as it relates to inclusive excellence and education equity. 9. Work with the Faculty Initiatives Team and other collaborators within and external to the Poorvu Center to address issues of teaching development and program assessment. 10. Represent the Poorvu Center and University events as needed at meetings, campus visits, in relevant national networks and conferences, and other academic venues. 11. Has capacity to contribute to the field of faculty development through venues such as conference presentations, scholarship of teaching and learning, and other opportunities throughout the discipline.

**Required Education and Experience:**

Master’s degree in a relevant field plus 3 years of experience or an equivalent combination of education and experience.

**Required Skill/Ability 1:**

Ability to have confidential and non-evaluative consultations with instructors that promote reflection about teaching and learning.

**Required Skill/Ability 2:**

Strong commitment to collaboration and collegial interactions. Personal and professional commitment to equity and inclusion.

**Required Skill/Ability 3:**

Strong commitment to professional development and reflective practice, including being open to feedback.

**Required Skill/Ability 4:**

An understanding of the higher education teaching context. Excellent verbal and written communication skills.

**Required Skill/Ability 5:**

Ability to work in person at the Poorvu Center. While general availability must be for five days per week, the Poorvu Center and Yale has a flexible work schedule that currently allows for up to two days per week to be remote as work responsibilities allow.

**Preferred Education, Experience and Skills:**
Experience teaching or leading professional development initiatives in higher education. PhD or other terminal degree. Experience talking with instructors, formally or informally, about teaching and learning and/or issues of diversity, equity, inclusion, and belonging. Experience leading interactive and discussion-based sessions.

**Drug Screen:** No

**Health Screening:** No

**Background Check Requirements:**

**COVID-19 Vaccine Requirement:**

Thank you for your interest in employment at Yale University. Please also note that the university has a https://covid19.yale.edu/covid-19-vaccination-policy for all students, staff & faculty which is described in the https://yalehealth.yale.edu/yale-covid-19-vaccine-program As you search our open positions, you will see that all postings list their on-site addresses which gives more detail on the on-campus work location of the role.

**Posting Disclaimer:**

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties through their hiring departments.

**To apply, visit https://apptrkr.com/3635439**

Yale is a tobacco-free campus.

Copyright ©2022 Jobelephant.com Inc. All rights reserved.

https://www.jobelephant.com/