



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 07/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Executive Director of the Center for Faculty Excellence

JOB SUMMARY

The Executive Director of the Center for Faculty Excellence leads and directs the Center's programs and services focused on faculty development and excellence. This individual works with faculty and other institutional leaders to collaboratively assess needs, develop programming, and evaluate strategies to enhance the knowledge and skills of faculty in achieving their goals related to teaching, scholarship, service, and leadership. Work is performed under the administrative supervision of the Executive Vice Provost, and performance evaluation is conducted through the TWU performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Vice Provost

Supervises: Assigned staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides visionary leadership and direction for Faculty Excellence in collaboration with an advisory committee.
- Cultivates and sustains a vision for faculty development across professional roles.
- Assesses needs for faculty professional development.
- Provides leadership in the management, staffing, and budgeting of the Center.
- Investigates and disseminates best practices in the area of faculty excellence.
- Develops, implements, and assesses programs that support faculty development.
- Facilitates faculty orientation and success initiatives.
- Facilitates a mentoring program within and across disciplines.
- Establishes collaborative working relationships across the university community to identify resources and support the use of high-impact practices and emerging learning technologies.
- Promotes an institutional culture of faculty engagement and collaboration.
- Fosters and develops institutional policies, practices, and infrastructure that recognize

and celebrate faculty success.

- Collects, analyzes, and reports data to assess the effectiveness of Center programming and provides documentation as needed.
- Promotes faculty excellence through marketing and communication to internal and external sources.
- Establishes job standards for subordinate staff and effectively evaluates staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Serves on appropriate University committees and groups.
- Works collaboratively with the Director of the Pioneer Center for Student Excellence to coordinate programs of both centers.
- Represents the University's interests at external meetings, professional organizations, and conferences.
- Works with other University personnel, particularly Marketing and Communications, to develop marketing plans related to faculty development and excellence.
- Assists in the preparation of material for reports and/or state and federal grant programs.
- Establishes job standards for Center staff, and effectively manages staff performance.
- Performs other duties as requested.

EDUCATION

Earned doctorate from an accredited institution of higher education.

EXPERIENCE

At least five years of successful academic experience. Previous involvement in university faculty development initiatives. Track record of motivating and working collegially with faculty and administrators. Prior experience in developing and leading faculty development programs preferred. Previous college/university teaching experience preferred. Previous successful leadership experience in a faculty or administrative role preferred. Recognition for excellence in teaching, scholarship, service, or leadership desirable.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - *The following are essential:*

- Knowledge of research, best practices, and emerging trends in teaching and learning, scholarship, service, and leadership.
- Knowledge and skills in University-level faculty support and retention programs.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to communicate effectively orally and in writing.
- Ability to prepare and administer grant and institutional programs and budgets.
- Demonstrated ability to communicate effectively and work cooperatively with diverse individuals and groups in a team environment, accompanied by a strong service orientation.
- Commitment to continued personal professional development.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.