

Director, the Center for the Advancement of Faculty Excellence (CAFÉ)

Summary: Queens University of Charlotte seeks a proven leader in faculty development to serve as Director of the Center for the Advancement of Faculty Excellence (CAFÉ). This position develops and coordinates programming and services within a distributive model of faculty development that engages many campus partners. Queens' approach to faculty development is holistic and aspires to support faculty growth across all key areas of work, most notably teaching, scholarship/creative work, service and leadership. The Director works closely with faculty, academic program chairs/directors, deans, and university partners to facilitate initiatives across campus that are designed to enhance the instructional mission of the university and support strategic institutional goals; therefore, demonstrated collaborative capability and strong interpersonal skills are a must. This is a full-time, benefits-eligible 12-month academic administrative position reporting directly to the Office of the Provost & Vice President of Academic Affairs. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

Essential Duties and Responsibilities include:

- Develop, coordinate, and assess a distributive model of faculty development initiatives across the faculty life span with key campus partners including the Hayworth Center for Digital Learning, Center for Academic Community Engagement, General Education, University Programs, the Library, and Academic Leadership.
- Work collaboratively across the university to build a community of practice around the scholarship of teaching and learning, pedagogical innovation, and teaching effectiveness
- Partner with the Office of Academic Affairs to provide leadership in the development of the annual initiatives that are responsive to faculty needs and interests, align with the institutional strategic framework and priorities, and support the university's instructional mission. This includes signature events such as the Fall Faculty Colloquium, the Summer Teaching Showcase, and the Summer General Education Faculty Development Series.
- Design, implement and assess a comprehensive orientation and mentoring program for new full- and part-time faculty members.
- Create and sustain an environment that fosters and encourages faculty-led sharing of best practices and engaged learning in a community of faculty scholars.
- Define and implement assessment that measures the effectiveness of the Center's programs in advancing, sharing and fostering excellence in all areas of faculty work.
- Provide guidance and work collaboratively with the Office of Academic Affairs to build cross-office infrastructure that assists faculty when they pursue external grants.

Secondary Duties and Responsibilities

- Other duties may be assigned as needed to achieve department and university goals.

Experience, Knowledge and Skills Required

- Candidates must have an earned doctorate or terminal degree in a discipline represented within the university and a record of success in undergraduate teaching, as well as appropriate scholarship/creative work.
- At least three years of leadership experience in faculty development is required.
- Theoretical knowledge and demonstrated experience in practical application of higher education teaching and learning research including high-impact practices, diversity, equity and inclusion pedagogies, active learning, course and curriculum design, and career faculty development.
- Proven experience in working collaboratively with faculty, program chairs/directors, academic staff, deans, and university partners to build a community of practice in a key area of faculty work
- Competence with online learning management systems, particularly in the area of enhancing teaching effectiveness.
- Proven experience in designing, implementing and assessing comprehensive mentoring and training programs for new faculty members.

Application Process

Qualified candidates should submit the documentation listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "**DIR-CAFE**" and **YOUR NAME** in your email Subject Line.
(**Example:** DIR-CAFE Jordan Washington)

Submissions received by April 15, 2022, will receive first consideration. Queens will continue to accept submissions until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation

and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan

programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Must be willing and able to work a flexible schedule to meet requirements of the position, including occasional evenings, and/or weekends.
- Work in office environment, involving contact with prospective and current students, parents, faculty, staff, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.

Nothing in this job description restricts the university's right to assign or reassign duties and responsibilities to this job at any time; this description reflects the university's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned; this job description is subject to change at any time.