



Job Title	Assistant Director, Faculty Excellence	Job Code	AA0811
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
		Subfamily	Instructional Development/Support

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Instructional Development/Support Professionals serve to ensure the effective implementation, maintenance and oversight of academic or research program. Perform tasks including working with funding agencies, developing financial resources and programs. Collaborate with faculty members on developing research programs, agendas and oversees implementation.

Job Summary

Facilitates and manages the faculty promotion, tenure with hire, and tenure and award programs. This includes Founders' Day awards, sabbaticals and professional development leave. Responsible for the direction of office in absence of Associate Director.

Representative Duties

1. Management

- Manages annual promotion processes and the tenure process and supervises Collaborative on Academic Careers in Higher Education (COACHE)
- Oversees annual award processes, including incentive awards

2. Facilitation and Reporting

- Collaborates with colleges and units to facilitate the process, answer questions and ensures it stays on track
- Works closely with Constituent Relations on planning for award presentations for Founders' Day
- Assists faculty and staff with resolution of system issues
- Develops training manuals for all promotion pathways and tenure and electronic award systems
- Ensures that all system security roles are updated and accurate
- Consults with IT Business Analyst on continued system development
- Facilitates annual sabbatical program for faculty, and professional development leave program for faculty and A&P employees
- Provides tenure with hire justification for Board of Trustees, annual tenure with hire statistics for State of Florida, and various analyses as required

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience 1+ leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.