



Job Title	Director, Faculty Excellence	Job Code	AA0813
Pay Plan	A&P	Pay Grade	19
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 programs. 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

Responsible for the daily oversight, administration, and operational direction of Faculty Excellence. Reports to the Vice Provost for Faculty Excellence. Serves as Faculty Senate Personnel Committee Liaison, and Faculty Senate Steering Committee Liaison for Faculty Excellence.

Representative Duties

1. Leadership

- Directs development and enhancement of existing Faculty Excellence systems
- Interprets faculty related policies and leads the development and alignment of regulations, policies and procedures related to the professional development of faculty
- Leads reviews and the collection thereof for: faculty annual evaluations, sustained performance reviews, employment of relatives reviews, student perception of instruction, college & department bylaws, annual evaluation standards & procedures, and departmental criteria
- Supervises and advises Faculty Excellence staff, deans, directors, and chairs

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Terminal Degree (PhD, MD, JD)
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		
Regulatory development and interpretation experience		

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.