



<b>Job Title</b>	Faculty Development Specialist	<b>Job Code</b>	AA0812
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	College of Medicine	<b>Union Code</b>	0
		<b>Subfamily</b>	Instructional Development/Support

**Job Family & Subfamily Summary**

**College of Medicine Professionals** are specialized and unique to the UCF College of Medicine.

**Job Summary**

Responsible for supporting faculty in their teaching, research, and professional development. Leads, designs, pilots, identifies, inspires, and evaluates innovations that improve faculty.

**Representative Duties**

**1. Faculty Development**

- Consults with faculty interested in updating or refining curricular or instructional practices to ensure modifications are aligned with current trends and developments in adult learning, student motivation and innovations in medical education
- Provides principal oversight in the development of new programs
- Oversees, develops and delivers educational programs for classroom based faculty, clinical faculty, medical residents and interprofessional teams

**2. Administrative**

- Supervises the Coordinator of Faculty Development

**3. Faculty Relations**

- Oversees and conducts faculty check-ins (i.e., one-on-one meetings with core faculty members) and conducts program evaluation based on results
- Oversees the peer evaluation program and conducts classroom and clinical observations of teaching

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
2+ years of relevant work experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**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.**