<div align="center">**Call for Applicants: Coordinator of Teaching & Learning**</div>

Salisbury University invites applications for the position of Coordinator of Teaching & Learning. This is an exciting opportunity for a tenured faculty member to play a crucial role in enhancing the teaching excellence of our institution.

Position Overview:

The Coordinator of Teaching & Learning reports to the Associate Provost and is responsible for directing initiatives and providing high-quality professional development opportunities to support faculty teaching success. This is a 12-month, part-time position with teaching responsibilities.

Key Responsibilities:

1. Direct initiatives and high-quality professional development opportunities leading to the teaching success of faculty, including hosting teaching and learning conferences or webinars.

2. Conduct or collaborate in the planning of regular and ongoing series of technical training, faculty learning communities, and professional development of faculty to support student success at all levels and in all teaching modalities.

3. Serve as a SU representative to the Council for the Advancement of Teaching and Learning (CATL) and Kirwan Center for system-wide initiatives; Provide leadership for system-level teaching and learning initiatives at SU.

4. Develop and organize training manuals, multimedia visual aids, and other educational materials to meet the professional development needs of faculty in support of teaching excellence; Distribute resources for teaching support to faculty on a regular basis.

5. Facilitate the development of a teaching and learning digest communication that shares best practices and research about effective instruction.

6. Organize and deliver new faculty/adjunct orientation sessions on teaching excellence and/or identify or procure trainers in support of teaching excellence among new faculty and adjuncts.

7. Initiate mentoring activities related to teaching and learning for faculty, especially new faculty hires.

8. Support efforts to expand teaching through open education resources (OER), including facilitating the Open-Pedagogy Seminar Series and collaborating with OER specialists in the Libraries, ID&D, Bookstore, and Registrar.

9. Facilitate faculty participation in webinars or online trainings, Faculty Development Day(s), state & national conferences/meetings, etc. that support teaching excellence.

10. Participate in ongoing professional development opportunities to facilitate the institution's support program for teaching excellence.

11. Support and collaborate on the annual "Thank a Teacher" campaign and other celebration activities for teaching excellence.

12. In collaboration with the Faculty Affairs & Professional Development Coordinator, confer with faculty, shared governance groups, departments, and academic leadership to identify strategic training needs in the areas of teaching and learning.

13. Monitor and assess the teaching and learning professional development series and make improvements/take corrective action as needed to improve efficacy; Present annual assessment results and engage in continuous improvement planning with academic leadership.

14. In collaboration with the Associate Provost and Faculty Affairs & Professional Development Coordinator, develop and manage a budget annually to support professional development related to teaching and learning; Seek grants to support excellence in teaching and learning.

15. Other duties as assigned.

Position Details:
- 12-month Coordinator position (part-time)
- Fall and Spring: Half-time teaching load (up to two courses per semester)
- June and July: Part-time work with stipend
- Annual renewal based on performance evaluation

Requirements:
- Tenured faculty member with significant, successful classroom teaching experience in higher education
- Knowledge of effective curriculum, pedagogy, student success, and delivery and assessment of professional development opportunities
- Superior oral and interpersonal communication skills
- Strong leadership and networking abilities
- Evidence of progressively responsible roles in higher education
- Strong computer skills, and knowledgeable about emerging technology

How to Apply:
Interested candidates should submit the following:
- Current CV
- Cover letter detailing relevant experience and vision for the position
- Statement of teaching philosophy
- Names and contact information of three professional references

Please send application materials to amlookabill@salisbury.edu

Application Deadline: September 15, 2024