AUBURN
Human Resources

Dir, HCOP Faculty Development

Job Description

JOB INFORMATION

Job Code	OA45
Job Description Title	Dir, HCOP Faculty Development
Pay Grade	AA11
Range Minimum	$59,760
33rd %	$73,700
Range Midpoint	$80,670
67th %	$87,640
Range Maximum	$101,580
Exemption Status	Exempt
Organizational use restricted to the following divisions	150 College of Pharmacy
Approved Date:	1/21/2026 3:18:36 PM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Reporting to the Associate Dean for Faculty Affairs and Strategic Initiatives, the Director of Faculty Development designs, develops, implements, and evaluates an integrated training and professional faculty development plan for the Harrison College of Pharmacy (HCOP). Outlines all of the required and optional training and professional development for HCOP's faculty members. This could include training mandated by external agencies, specialized school- and profession specific training, and routine, one-time and recurring training needed by all faculty. The Director of Faculty Development plays a vital role in ensuring and documenting compliance and is instrumental in the continual quality improvement of the college.

RESPONSIBILITIES

- Oversees the development and implementation of effective training plans, monitors the review process, and updates training materials to advance faculty development.
- Coordinates the development and dissemination of scholarships related to HSOP's Teaching and Learning mission in order to foster a vibrant culture related to scholarship.
- Measures and evaluates the HSOP's training and professional development plan for faculty. Analyzes, maps, and documents the school's current and desired faculty skills portfolio on an individual, departmental, and HSOP's level. Analyzes the effectiveness of trainings and revisions to the training events on an individual and organizational level. Tracks trends and issues in faculty development and instructional technology across the profession that have potential to be incorporated into the HSOP's plan.
- Collaborates with HSOP's Department Heads and Executive Committee to determine training needs for current and future needs of the school and how training fits into the School's Strategic Plan.
- Implements mentoring groups to support faculty development and Scholarship of Teaching and Learning.
- Serves on departments, schools, and university-level committees, as appropriate.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Instructional Design, Higher Education, Business Administration, or any related field.	and	7 years of	Experience in curriculum design and curricular mapping.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of Instructional Design Principles, Performance Support Interventions, and Training Development.	And
Advanced knowledge of educational research methods, processes, and procedures.	And
Advanced knowledge of pedagogical practices in higher education, especially related to Pharmacy Education.	And
Advanced Knowledge of Learning Theory and Educational Psychology.	And
Knowledge of current trends and issues related to instructional design, educational technology, and professional development in higher education.	And
Knowledge of Pharmacy Education and the Profession of Pharmacy.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.