
Auburn University Job Description

Job Title: **Dir, HSOP Faculty Development**

Job Family: No Family

Job Code: **OA45**

Grade AA11 \$54,900 - \$93,300

FLSA status: Exempt

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 School of Pharmacy (HSOP). Outlines all of the required and optional training and professional development for HSOP'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 school.

Essential Functions

1. Oversees the development and implementation of effective training plans, monitors the review process, and updates training materials to advance faculty development.
2. 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.
3. 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.
4. 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.
5. Implements mentoring groups to support faculty development and Scholarship of Teaching and Learning.
6. Serves on departments, schools, and university-level committees, as appropriate.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Instructional Design, Higher Education, Business Administration, or any related field.
Experience (yrs.)	7	Experience in curriculum design and curricular mapping.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Advanced knowledge of Instructional Design Principles, Performance Support Interventions, and Training Development.

Advanced knowledge of educational research methods, processes, and procedures.

Advanced knowledge of pedagogical practices in higher education, especially related to Pharmacy Education.

Advanced Knowledge of Learning Theory and Educational Psychology.

Knowledge of current trends and issues related to instructional design, educational technology, and professional development in higher education.

Knowledge of Pharmacy Education and the Profession of Pharmacy.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 9/18/2019
