Teaching Center Director (for CTLI)

Full Job Description
The Center for Teaching and Learning Innovation at Michigan State University (MSU) is seeking outstanding candidates for an open rank assistant/associate/full professor or academic specialist-curriculum development / senior academic specialist - curriculum development to serve as Director of the Teaching Center.

The mission of the Center for Teaching and Learning is to support MSU’s educators and their practices through collaboration and consultation. The CTLI team supports educators through evidence-based teaching practices, inclusive pedagogy, and engagement in innovation, collaboration, scholarship, and advocacy to advance teaching and learning practices. The Director will lead, support, and oversee the work of this team towards these ends. The Director will expand diversity, equity, inclusion, and access within MSU’s teaching mission, responding to, and supporting the interests and needs of a diverse and evolving faculty and student body. The Director drives the development of teaching and learning resources and programs for all MSU’s educators, including faculty, academic staff, librarians, graduate students, and undergraduate students.

The Director also plays a key role in directing the design, implementation, and promotion of events for educators, including opportunities to collaborate and explore innovative approaches to aiding teaching and learning. The Director works closely with the Associate Provost responsible for Teaching and Learning, and heads of other support units. The Director also ensures the CTLI team collaborates with teaching center affiliates from other support units and the academic colleges/schools/departments to facilitate collaborative partnerships with educators to support teaching and learning initiatives.

In addition, the director supports research on teaching and learning at MSU and helps promote effective educative practices. The Director serves as a key liaison with university stakeholders and other constituency groups including administrators, faculty, graduate students, staff of collaborative offices, and development. The Director makes key administrative decisions relating to the center and other centrally funded teaching and learning programs at MSU, including managing budgets.

The role will require engagement outside the institution in professional organizations and societies, including POD and EDUCAUSE Learning Initiative.

Ideal candidates will have excellent leadership, communication, interpersonal, and organizational skills, and facilitate a collaborative approach to executing the mission of the Center for Teaching and Learning Innovation.

This Director reports directly to the Associate Provost responsible for Teaching and Learning Innovation. The Director needs to be present on campus to run programs and events periodically, however a candidate’s need for flexibility of schedule (e.g. flextime or compressed workweek) or location (e.g. telecommuting or hybrid work arrangements) may be discussed during recruitment.
Essential Functions
40% Makes decisions about CTLI programming and services offered by CTLI; works collaboratively with colleagues to fulfill the center’s portfolio and develops, offers, and assesses CTLI’s programs, services, and projects;

30% Oversee the educator developer staff of the CTLI to achieve goals and sustain the day-to-day operation of the CTLI, with a focus on providing meaningful service to MSU educators. Responsible for hiring, retention, and professional development of educator development staff and accountable for the performance of employees.

10% Develops and implements strategic plan(s) for CTLI by providing vision, knowledge, and direction for the CTLI and by collaborating with colleagues in academic units. Works with Associate Provost and Chief Academic Digital Officer to develop multi-year operational and budget plans for the CTLI.

10% Build partnerships with colleagues in academic units to support MSU’s educators. Offers specific recommendations to stakeholders that would improve the impact of the CTLI, and other central support units.

10% Participates actively in campus-wide peer professional development. Participates in international dialogue about education and educator development. Represents CTLI and MSU in scientific, professional, and administrative collaborations with other entities.

Additional Functions / Information
Works closely with the University Advising leadership to aid collaborative efforts to guide professional development for Academic Advisors.

Coordinates with other central support units and educator developer and instructional design communities within academic units, including MSU IT, MSU Libraries, and the Enhanced Digital Learning Initiative.

Works closely with academic leaders, colleagues in academic units and academic support/service units, and other educator developers and educational technologists on the campus to foster awareness of this network of colleagues, make constructive referrals, and collaborate to provide comprehensive educator support.

Works closely with Diversity, Equity and Inclusion leaders to ensure educator development and consultative services of the CTLI help to advance an inclusive campus culture.

Required Qualifications
PhD or other Doctoral Degree.

Five years of higher education working experience, including college teaching.

Three years of work experience supporting teaching and learning in a context broader than a single department.
Evidence of developing, implementing, and/or assessing initiatives that foster inclusive learning environments and address barriers to increasing Diversity, Equity, Inclusion and Belonging in educational settings.

Demonstrated aptitude to create productive partnerships with other campus teaching and learning offices to amplify the impact of services provided to the educator community.

Preferred Experience (Equally Valued Skillsets)

Teaching and Learning Scholarship
Strong knowledge of evidence-based teaching practices and/or scholarship on teaching and learning in higher education.

Subject matter expertise in the published research and best practices of teaching and learning in the higher education context.

Aptitude to collect, manage, analyze confidential internal and research data.

Inclusive pedagogy
Evidence of experience with inclusive pedagogical practices

Experience with universal design for learning and accessible pedagogies.

Leadership in higher education
Experience developing and implementing college and/or university-wide programs.

Experience engaging a wide variety of constituents including administrators, faculty, staff, advisors, students, and colleagues from peer institutions.

Demonstrated aptitude to think strategically and lead change. Demonstrated aptitude to develop relationships with influential university leaders, faculty champions, and academic units to create a network of support.

Organizational and management skills
Excellent organization, prioritization, and planning skills.

Strong ability in budget planning and financial forecasting.

Strong analytical, critical-thinking, and solution-finding skills.

Strong negotiation and relationship-building skills.

Excellent oral and written communication skills.