Center for Excellence in Teaching and Learning Director Position Description:

(Adapted from: ? )

**POSITION SUMMARY**

Reporting to the Associate Provost for Academic Affairs, the Director of the SUNY Old Westbury Center for Excellence in Teaching & Learning (CETL) works collaboratively to build the Center into a university resource that supports faculty in delivering high-quality, innovative, and inclusive teaching and learning experiences to meet diverse learning needs of students across all modalities of instruction (in-person, hybrid, online). The Director manages the CETL operations including, but not limited to: faculty/staff development and training; teaching and learning excellence; the new faculty mentorship program, data collection and assessment; and reporting. This is a 10-month administrative faculty position and as such, the Director fulfills all responsibilities of a full-time faculty for the school in which they are appointed. The teaching load requirement is two-thirds of the full-time faculty teaching load (16 contact hours per academic year).

Responsibilities include:

* Build the CETL into a University resource that supports faculty in delivering high quality, innovative, and inclusive teaching and learning experiences for all students across all modalities of instruction (in-person, hybrid, online).
* Establish, implement, manage, and assess short-term and long-term goals and initiatives for the CETL in alignment with the University’s mission and strategic and operational plans.
* Conduct faculty advising workshops each year.
* Securing grant-based funding and overseeing the center’s budget.
* By example, encourage faculty to develop pedagogically, intellectually, and organizationally, leading to improved performance in their key roles in student learning, advisement, service and scholarly and creative productivity.
* Prepare an annual year-end assessment report for the CETL.
* Remain current with best practices, industry standards, emerging technologies, and new opportunities in the field of educational technology, instructional design, and faculty development.
* Demonstrate a commitment to promoting a campus culture that values inclusion, equity, diversity, and excellence.
* Provide faculty and staff with professional learning opportunities including coaching, lesson demonstrations, reflective practice, and the sharing of contemporary pedagogical practice to develop their capacity and confidence in the development of strategies to meet diverse learning needs and teach across multiple modalities.
* Actively follow trends in higher education, particularly the challenges facing public universities, and contribute to related campus initiatives including marshaling resources and leading faculty in addressing the challenges.
* Work with Old Westbury faculty, staff, and students to cultivate a climate of intellectual excitement and creative vitality; work to build bridges among the members of the community.
* Collaborate with the academic schools and other offices on campus to ensure alignment, shared purpose, and achievement of the Mission and overall University goals.
* Work with ITS to develop and maintain a website for the center.