

TITLE: Lecturer

JOB CODE:TL020

JOBGROUP: Teaching and Learning

SUBGROUP: Teaching and Instruction of For-credit Courses

JOB SUMMARY: Facilitates classroom, online, and/or laboratory instruction and assists with instructional development and design for a single course or series of courses within an academic discipline to support the delivery of quality instruction. Provides for-credit instruction in formats such as classroom, online and/or laboratory settings, including grading. Serves as an instructor of record.

RESPONSIBILITIES:

RESP 1: Facilitates classroom, online and/or laboratory instruction for one or more courses, including assessment of student performance

RESP 2: Develops instructional design and curriculum relevant to a course of instruction

RESP 3: Serves as an initial point of contact for students as it relates to specific course or series content and expectations

RESP 4:

RESP 5:

RESP 6:

RESP 7:

RESP 8:

RESP 9:

RESP 10:

RESP 11:

RESP 12:

RESP 13:

FLSA: Exempt **EDUCATION REQUIREMENT:** Required **DEGREE:** PhD or other terminal degree, or a degree at least one level above the level of instruction, or otherwise approved as qualified by the Dean

TITLE: Teaching Faculty I

JOB CODE:TL025

JOBGROUP: Teaching and Learning

SUBGROUP: Teaching and Instruction of For-credit Courses

JOB SUMMARY: Provides classroom, online and/or laboratory instruction associated with more than one formal lecture or laboratory course, assists with the design and execution of administrative functions associated with academic instruction and the development of pedagogy/andragogy or assessment tools and resources to support quality student learning. Provides for-credit instruction in formats such as classroom, online and/or laboratory settings, including grading. Serves as an instructor of record.

RESPONSIBILITIES:

RESP 1: Assists in developing techniques and/or model programs for carrying out instructional goals in disciplinary area and may help identify ways in which new techniques could be of assistance

RESP 2: Assesses learner performance and prepares reports recommending instructional improvements

RESP 3: Develops teaching techniques that enhance course effectiveness in alignment with desired outcomes and established strategy

RESP 4: Provides classroom, online and/or laboratory instruction, including grading

RESP 5: Supervises the day to day activities of work unit employees involved in instructional support as needed

RESP 6: Assists in defining the objectives of the program and plays a major role in carrying out program duties

RESP 7:

RESP 8:

RESP 9:

RESP 10:

RESP 11:

RESP 12:

RESP 13:

FLSA: Exempt **EDUCATION REQUIREMENT:** Required **DEGREE:** PhD or other terminal degree, or a degree at least one level above the level of instruction, or otherwise approved as qualified by the Dean

TITLE: Teaching Faculty II

JOB CODE:TL026

JOBGROUP: Teaching and Learning

SUBGROUP: Teaching and Instruction of For-credit Courses

JOB SUMMARY: Provides classroom, online, and/or laboratory instruction associated with more than one formal lecture or laboratory course, assists with the design and execution of administrative functions associated with academic instruction and the development of pedagogy/andragogy or assessment tools and resources to support quality student learning. Provides for-credit instruction in formats such as classroom, online and/or laboratory settings, including grading. Serves as an instructor of record.

RESPONSIBILITIES:

RESP 1: Works with faculty to identify and develop new methods of advancing instruction in the discipline

RESP 2: Assesses learner performance and prepares reports recommending instructional improvements

RESP 3: Develops teaching techniques that enhance course effectiveness in alignment with desired outcomes and established strategy and may train other staff in use of these techniques

RESP 4: Provides classroom, online and/or laboratory instruction, including grading

RESP 5: Supervises the day-to-day activities of work unit employees involved in instructional support as needed

RESP 6: Assists in development of grant proposals for funding of model instruction programs

RESP 7: Assists in defining the objectives of the program and plays a major role in carrying out program duties

RESP 8: May make presentations to faculty and to staff members on instructional programs and techniques

RESP 9:

RESP 10:

RESP 11:

RESP 12:

RESP 13:

FLSA: Exempt **EDUCATION REQUIREMENT:** Required **DEGREE:** PhD or other terminal degree, or a degree at least one level above the level of instruction, or otherwise approved as qualified by the Dean

TITLE: Teaching Faculty III

JOB CODE: TL027

JOBGROUP: Teaching and Learning

SUBGROUP: Teaching and Instruction of For-credit Courses

JOB SUMMARY: Provides classroom, online, and/or laboratory instruction associated with more than one formal lecture or laboratory course, assists with the design and execution of administrative functions associated with academic instruction and the development of pedagogy/andragogy or assessment tools and resources to support quality student learning. Provides for-credit instruction in formats such as classroom, online and/or laboratory settings, including grading. Serves as an instructor of record.

RESPONSIBILITIES:

RESP 1: Designs curriculum and/or techniques for instruction in a disciplinary area and suggests new ways of effective instruction in courses within that discipline

RESP 2: Assesses learner performance and prepares reports recommending instructional improvements

RESP 3: Develops teaching techniques that enhance course effectiveness in alignment with desired outcomes and established strategy and trains faculty and other instructional staff in use of said instructional techniques and programs

RESP 4: Presents evaluations of teaching methods and techniques to those in the institution and elsewhere

RESP 5: Provides classroom, online and/or laboratory instruction, including grading

RESP 6: Supervises the day-to-day activities of work unit employees involved in instructional support as needed

RESP 7: Develops grant proposals for instructional development and may serve as principal or co-principal investigator on grants to develop new teaching methods in the discipline

RESP 8: May administer budget and personnel for instructional grants and programs

RESP 9: Assists in defining the objectives of the program and plays a major role in carrying out program duties

RESP 10:

RESP 11:

RESP 12:

RESP 13:

FLSA: Exempt **EDUCATION REQUIREMENT:** Required **DEGREE:** PhD or other terminal degree, or a degree at least one level above the level of instruction, or otherwise approved as qualified by the Dean

TITLE: Instructional Technology Manager

JOB CODE: TL028

JOBGROUP: Teaching and Learning

SUBGROUP: Academic or Instructional Technology and Instructional Design

JOB SUMMARY: Oversees the implementation and development of instructional technology strategies and instructional materials across the unit. Supports faculty and/or staff, programs, and work units in assessing, designing, implementing, and converting courses and programs to innovative online and other technology-assisted educational venues to ensure the effectiveness and usability of a product for end user learners. May supervise or train faculty and staff.

RESPONSIBILITIES:

RESP 1: Develops and maintains knowledge of the specific and unique needs of programs and clinical departments and actively engages leadership on the use of instructional technology to enhance teaching, learning, and engagement

RESP 2: Manages the development, production, and distribution of instructional material, professional development, and resources that support instructors, courses, and groups within the unit

RESP 3: Supports and expands educational innovation by managing a portfolio of instructional service offerings that can be leveraged throughout the unit-wide community

RESP 4: Provides effective project management practices through project prioritization, allocation of tasks, and overall coordination of project teams to meet deadlines

RESP 5: Provides instructional design consultation to enable current design methodologies and evidence-based practices to educational material used for online, in-person, or blended learning

RESP 6: Facilitates training and support to faculty in appropriate use of instructional technologies

RESP 7: Represents the role of instructional technology in the academic mission by participating in campus and unit-wide strategic planning and other initiatives to ensure needs are represented

RESP 8:

RESP 9:

RESP 10:

RESP 11:

RESP 12:

RESP 13:

FLSA: Exempt

EDUCATION REQUIREMENT: Preferred Minimum

DEGREE: Bachelor's Degree

TITLE: Teaching Professor

JOB CODE: TL022

JOBGROUP: Teaching and Learning

SUBGROUP: Teaching and Instruction of For-credit Courses

JOB SUMMARY: Please note: The process for placement into the Teaching Professor and Research Professor titles is to be determined. Designs and facilitates classroom, online, and/or laboratory instruction within an academic discipline to ensure quality delivery of instruction and integration of content within an academic work unit. Each department must define the specific substantive criteria for level advancement, however, differences between successively higher title levels must reflect demonstrable differences in experience and knowledge gained, applied to the specific duties of the function. Provides for-credit instruction in formats such as classroom, online and/or laboratory settings, including grading. Serves as an instructor of record.

RESPONSIBILITIES:

RESP 1: Develops and designs curriculum and instructional material relevant to a course of instruction

RESP 2: Advises students on academic and career direction within a specific field of study

RESP 3: Facilitates classroom, online and/or laboratory instruction, including assessment of student performance

RESP 4: Supervises student employees involved in development or delivery of instruction

RESP 5: Collaborates with department faculty and staff to develop teaching strategies relevant to the discipline

RESP 6: Contributes to the development of teaching and learning scholarly work including publications and presentations

RESP 7: Contributes to the strategic development of curriculum and academic content through various mediums to ensure the integrity of the educational mission of the work unit

RESP 8:

RESP 9:

RESP 10:

RESP 11:

RESP 12:

RESP 13:

FLSA: Exempt **EDUCATION REQUIREMENT:** Required **DEGREE:** PhD or other terminal degree, or a degree at least one level above the level of instruction, or otherwise approved as qualified by the Dean