



TITLE: CETL FACULTY FELLOW

DEPARTMENT: CETL

POSITION SUMMARY

To fulfill the mission of GHC focused on student success, the Faculty Fellow will support the Center for Excellence in Teaching and Learning. The Faculty Fellow will promote excellence in all courses modalities – in-person, hybrid, and online teaching by supporting faculty in creating effective learner-centered educational experiences.

RESPONSIBILITIES

- Consults and collaborates with faculty on instructional design and teaching needs
- Provides LMS support for online and hybrid instruction by creating documentation, consulting with faculty, and problem-solving technical issues
- Designs and facilitates research-based educational development programs (e.g. workshops, labs)
- Curates teaching resources to support effective learner-centered experiences
- Provides technology training for the Learning Management System (currently D2L Brightspace)
- Assists and facilitates online course review process and online course evaluations
- Fosters a culture of formative assessment and continuous improvement of teaching practices
- Leads the college's efforts toward increased accessibility of digital content and the use of generative artificial intelligence in the classroom
- Designs and facilitates, in conjunction with other CETL team members, annual events
- Collects relevant data (participation, satisfaction, attendance, etc.)
- Supports and carry out the college's mission, vision, and values and comply with mandates and regulations of government and accrediting bodies.
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of excellent collegiate teaching methods
- Knowledge of trends, theories, and frameworks in educational development, instructional design, and online pedagogy or ability to learn more about these topics
- Knowledge of Learning Management System (currently D2L Brightspace)
- Knowledge of accessibility regulations and best practices for making course content accessible
- Ability to learn more about faculty development, educational development, learning sciences to support the fellowship needs
- Ability to work well with staff and faculty
- Ability to provide and read data for required reports
- Ability to manage multiple priorities and projects
- Ability to converse about online and hybrid pedagogy with subject matter experts in diverse academic disciplines
- Skills in organization and time management
- Skills in effectively presenting, communicating, and facilitating during events

SUPERVISORY/REPORTING

Work in this position is supervised by the Director of Center for Excellence in Teaching and Learning

GUIDELINE

Guidelines include college policies and procedures, the college employee handbook, the Board of Regents policies and procedures, federal/state/local regulations, procedures manual, the college continuing education manual, and payroll software user guide. These guidelines are generally clear and specific but may require some interpretation and judgment.

COMPLEXITY OF WORK

☐ Beginner ☒ Intermediate ☒ Advance ☒ Expert

The work consists of varied management and supervisory duties. The variety of tasks/projects to be managed contributes to the complexity of the position.

MINIMUM QUALIFICATIONS

- Master's degree
- Experience teaching in online and in-person courses, instructional design, instructional technology, education, or related field
- Rank of Assistant Professor or proof of outstanding success in online or in-person instruction
- Success in teaching as evidenced by student success rates, student evaluations, or similar data
- Experience with Learning Management System, D2L
- Willingness to take 2 3-credit course release from 5-5 teaching load
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated

PREFERRED QUALIFICATIONS

- Experience in faculty development or corporate training
- Online or hybrid teaching experience
- Experience working with a Center for Teaching and Learning
- Awareness of or experience with Quality Matters

REQUIREMENTS SPECIFIC TO THE POSITION

☒ Position of Trust
☐ Campus Security Authority (CSA)
☒ Driving For College
☐ Handling Budget ☐ Will Have Purchasing card
☒ Handling Confidential Information

This job description is intended to describe the type and level of work being performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified.