



ALGOMA UNIVERSITY JOB POSTING

JOB TITLE:	Director, Centre for Teaching and Learning <i>Administrative</i>
DEPARTMENT:	Office of the Vice-President, Academic and Research
POSITION STATUS:	Permanent, full-time (35 hours/week)
LOCATION:	Sault Ste. Marie (to cover all campuses)
SUPERVISION RECEIVED:	Associate Vice President, Academic (AVPA)
SUPERVISION EXERCISED:	eLearning Staff, Educational Developer, Copyright Specialist

PRIMARY FUNCTIONS:

A vital resource for faculty, staff and students, the Centre for Teaching and Learning is the academic service unit that promotes and supports quality teaching and builds teaching and educational leadership capacity in direct support of Algoma's students' learning experiences. The centre leads evidence-based and sustainable strategic enhancement initiatives, and encourages and supports emerging, grassroots investigations of innovative approaches to teaching and learning.

Responsible for the centre's leadership and administration, and reporting to the Associate Vice-President, Academic (AVPA), the Director helps to strengthen partnerships and position the centre as a resource for pedagogical leadership, support, and innovation. In doing so, the Director guides the development, implementation, and evaluation of progressive programming, initiatives, and services that promote teaching excellence, pedagogical innovation, academic program development, and the scholarship of teaching and learning. Collaboration, creation, and consultation with the academic community is central to the Director's role. The Director fosters a dynamic and collaborative workplace and culture, inspires and empowers a talented and diverse team of professionals, and promotes and creates inclusive teaching and learning spaces and practices based on principles of equity, diversity, inclusivity, and decolonization/Indigenization.

- A. Lead the Establishment and Fostering of a Community of Best Practices for Teaching



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- and Learning
- B. Lead Faculty Professional Development Programming and Support
- C. Collaboration with Internal and External Partners/Knowledge Holders to enhance Teaching and Learning Practices of Algoma University
- D. Other Duties as Assigned by the AVPA

RESPONSIBILITIES:

The responsibilities of the Director of the Centre for Teaching and Learning (CTL) include the following priority responsibilities, as well as others that may be assigned by the Associate Vice-President, Academic:

A. Lead the Establishment and Continued Development of a Community of Best Practices for Teaching and Learning

- Lead the development, implementation, and evaluation of the CTL's strategic plan, and prepare reports on delivery of key performance indicators;
- Provide strategic and operational leadership for the CTL, ensuring successful delivery of objectives in line with institutional priorities;
- Evaluate emerging learning technologies as they apply to instruction, participate in strategic planning, recommend and promote best practices for teaching and learning;
- Seek out initiatives and emerging developments at the cutting edge of academic practice, in order to inform enhancements to teaching and learning at CTL;
- Facilitate the enhancement of the curriculum through contributing to the development and implementation of educational technologies and innovative learning and teaching practices;
- Support academic units and programs to achieve educational/academic programming goals in alignment with Algoma University's Academic and Strategic Plans;
- Implement the Quality Matters (<https://www.qualitymatters.org/>) assessment process for online courses;
- Develop and maintain a climate that encourages and facilitates interdisciplinary engagement, participation, collegiality, and innovation;
- Seek input from assessments such as student and faculty surveys, etc. to identify needs for improvement;
- Lead and contribute to pedagogic research and Scholarship of Teaching and Learning, including the bidding for, and undertaking of, grant funded activities, publication of



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scholarly outcomes, and engagement with national and international research communities in order to inform practice;

- In cooperation with the Research Office, coordinate the research and scholarship activities of the CTL team and support academic colleagues within Faculties to undertake their own pedagogic research and scholarship;
- Represent the university at, and actively engage with, professional associations and conferences to reinforce and promote Algonia University's position and profile in teaching and learning;
- Oversee and manage the functioning of CTL, and within it, the supervision of eLearning Department staff, the Educational Developer and the Copyright Specialist;
- Manage the performance of all CTL staff members, keeping accurate records of achievement and performance, ensuring safe and effective practices;
- Prepare the CTL budget requests and exercise fiscal responsibility for the unit;
- Recommend equipment and supplies for purchase and exercise general responsibility for CTL facilities and equipment in accordance with applicable Algonia University policies;
- Assure consistent implementation of Algonia University policies and procedures within the CTL;
- Collaboratively design and implement appropriate CTL policies, strategies, projects and initiatives related to learning, teaching and assessment.

B. Lead Faculty Teaching and Learning Professional Development Programming and Support

- Assess faculty teaching and learning needs for professional development, design programs to meet identified needs, and assess effectiveness of programs from attendance, satisfaction, and outcomes;
- Design, promote, implement and evaluate faculty teaching and learning and curriculum development programs, services and resources for instructors and academic administrators designed to ensure on-going quality improvement and innovations in curriculum and pedagogy;
- Facilitate participation in new faculty and student orientation programs to introduce the learning management system and similar systems;
- Develop and coordinate collaborative training for online education cohorts, new faculty orientation, and other instructional professional development programs;
- Work with faculty, both full-time and part-time, in groups or individually to foster excellence in teaching and assessment of student outcomes;



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- Guide faculty in the integration of technology to support teaching and learning;
- Engage faculty with innovative, effective teaching strategies, modeling effective teaching and learning techniques in the delivery of faculty development sessions;
- Conduct confidential consultations with individual faculty with a view to improving the quality of teaching and learning; advise and coach faculty in the development of their teaching dossiers and philosophies of education;
- Establish schedules for faculty development activities in consultation with Faculty Academic Deans/Department Chairs;
- Coordinate the assistance to full-time and part-time faculty in designing online courses using instructional technologies and pedagogy, and in the use of the online LMS for all courses;
- Lead and coordinate team support of online education;
- Coordinate faculty review of online programs and courses;
- Facilitate the engagement/participation of faculty colleagues' teaching and learning development offered at collaborative partner institutions;
- Support the identification of individuals and/or teams worthy of recognition for their academic practice, facilitating the selection of the full-time and part-time faculty teaching awards and teaching and learning fellowships, in collaboration with the Teaching and Learning and Technical Support Committee of the Senate.

C. Collaboration with Internal and External Partners/Knowledge Holders to enhance Teaching and Learning Practices of Algoma University

- Work collaboratively and effectively with the AVPA, Faculty Academic Deans, Department Chairs, Teaching and Learning Fellows and partners in professional services for achieving expected outcomes for teaching excellence;
- Work collaboratively and effectively with relevant stakeholders, such as the Library, the Algoma University Archives, the Shingwauk Residential Schools centre, Mukwa Waakaa'igan, the Quality Assurance Office and others to create synergies and support the mission/vision and programming of the CTL;
- Collaborate with the staff in Innovation & Technology, Registrar's Office, and other units to assure smooth operation of the learning management system;
- Act as an advisor to Physical Plant and architects around the design of active learning spaces to enhance learner-centered learning;
- Collaborate with students to reframe traditional structures so that they may become active participants in their own learning and teaching culture at Algoma University;
- Collaborate with Student Success Central to provide expertise in the development or



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enhancement of tutoring, learning communities, supplemental instruction, and student success programs;

- Foster an understanding of the learning needs of all students, including those of disadvantaged backgrounds, racial and ethnic minorities, and diverse groups in all respects;
- Collaborate with the Director of Professional and Continuing Education to provide relevant continuing education workshops, seminars, or programs;
- Act as an ambassador for CTL, liaising with collaborative partners and relevant external stakeholders such as other Centres of Teaching and Learning at Canadian universities and beyond.

D. Other Duties as Assigned by the AVPA

- Undertake other duties and responsibilities commensurate with this role as may be required from time to time.
- Maintain personal professional development by staying updated on the scholarship of teaching and learning, emerging teaching and learning technologies, and electronic platforms;
- Encouraged to maintain an active research agenda in the Scholarship of Teaching and Learning.

MINIMUM QUALIFICATIONS:

- A doctoral degree (Ph.D. or Ed.D.) with at least three (3) years of experience in a relevant senior role, **or** a master's degree in a related field with at least seven (7) years of experience in a relevant senior role;
- Five or more years of post-secondary teaching experience with expertise in curriculum design/development, use of technology in teaching, and teaching skill consultation;
- Demonstrated engagement in scholarships related to teaching and learning in higher education (required);
- Demonstrated knowledge of theories and practices used in teaching and learning, including curriculum development processes and tools, and awareness of emerging issues and areas of focus in the field;
- Demonstrated ability to communicate and work effectively with faculty, course instructors, graduate students, support staff, and university administrators;



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- An educational background and/or lived academic/professional grounding in Indigenous ways of knowing, learning, worldviews and pedagogies and intercultural education;
- The ideal candidate will possess:
 - Excellent administrative and organizational skills with the demonstrated ability to take initiative and prioritize work in a high volume office;
 - Excellent interpersonal and communication skills (both written and verbal) with the ability to represent the university professionally in interactions (with internal stakeholders and/or external communities);
 - Strong personal initiative, tact and good judgment;
 - The ability to successfully problem-solve, meet deadlines, multitask and work under pressure in a dynamic environment;
 - The ability to work effectively with people of diverse backgrounds, styles and abilities;
 - Understanding of, and ability to, uphold strict confidentiality as per university policy;
 - Demonstrated experience with development, oversight and tracking of budget;
 - Willingness and ability to travel as required.
- Commitment to, and understanding of, Algoma University's Special Mission and the Seven Grandfather Teachings;
- Vulnerable police security check required.

START: ASAP

SALARY RANGE: \$112,678 to \$133,411

Please submit a resume and cover letter (combined PDF) to people.culture@algonau.ca no later than 4:00pm on Wednesday, October 5, 2022.



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Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-seeking groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Please note that the successful candidate will be required to provide a Police Vulnerable Sector Check as a condition of employment.

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada.