

## Job Description

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<b>Job Title:</b>	Teaching Development Associate
<b>Department:</b>	Office of the Dean of Engineering
<b>Reports To:</b>	Associate Dean, Teaching (ADT)
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	July 2020

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### **Primary Purpose**

Working in close partnership with the ADT, this position supports teaching-related strategic goals in the Faculty of Engineering by providing high-level planning, research, and operational support to the Engineering Teaching Portfolio. This position bears overall responsibility for the Engineering course evaluation process and provides support to teaching award nomination efforts. This position also shares information and offers guidance to Faculty of Engineering teaching members, staff and students and provides continuity through changes in the academic leadership of the teaching portfolio.

### **Key Accountabilities**

#### **Portfolio Planning and Research**

- Independently undertakes review and analysis of related research as well as experiences at peer institutions to develop and maintain knowledge base in areas of portfolio focus including teaching evaluation, teaching community development, and identification and recognition of teaching excellence
- Informed by current research and recognized best practices, and in consultation with the ADT, identifies initiatives aligned with portfolio strategic priorities and supports their development, delivery and evaluation
- Measures and assesses progress toward portfolio strategic priorities and provides data-informed advice in related planning activities
- Conducts studies and analyses of course evaluation data and draws from results when working with ADT on portfolio planning and evaluation activities
- Supports research activities of other units or organizations such as studies of student, graduate, and faculty member attitudes and approaches to teaching and learning, drawing from results to support portfolio planning

#### **Portfolio Operations**

- Initiates, documents, reviews and reconciles portfolio financial transactions; has signing authority for all financial accounts
- Oversees all administrative and events functions, adapting as needed based on shifting portfolio initiatives and goals while ensuring alignment with UW policies
- Independently hires, supervises and evaluates portfolio co-op students and supervises the coordination of mandatory Faculty of Engineering teaching assistant training
- Oversees maintenance and ongoing development of portfolio databases, online communities, and web interfaces
- Maintains portfolio calendaring including compiling and sharing internal and external teaching development events, course evaluation dates, internal and external teaching award deadlines, and other related activities

### **Teaching Evaluation**

- Oversees Faculty-wide student course evaluation process including strategic communications; working with students, staff, and instructors; and distributing results
- Provides information and advice to teaching members in reviewing and understanding student course evaluation results, offering connections to relevant teaching development resources
- Oversees maintenance and development of course evaluation database and web interfaces
- Provides planning and operational support to other teaching evaluation initiatives such as peer evaluation of teaching

### **Teaching and Learning Community**

- Shares responsibility with the ADT to represent the portfolio at events and on committees that are aligned with portfolio objectives, such as teaching and learning conferences and course evaluation project committees
- Develops and implements communication strategy (web presence, email messaging, social media) to ensure portfolio activities and initiatives are shared with Faculty of Engineering teaching community
- Develops and maintains excellent working relationships with instructors, students, and other Faculty of Engineering and campus partners (Waterloo Engineering Student Society, teaching members, academic unit chairs/directors and staff members, Centre for Teaching Excellence, etc)
- Develops and maintains familiarity with available teaching development opportunities and shares this knowledge to support the development of Faculty of Engineering teaching members
- Develops and maintains awareness of and relationships with external partners (Canadian Engineering Education Association, teaching and learning centres at other institutions, etc.)
- Facilitates the delivery of teaching development initiatives and contributes to the development of related training content and materials

### **Teaching Awards**

- Develops and maintains familiarity with relevant teaching awards and maintains record of recipients
- Offers coaching and support to Faculty of Engineering members undertaking the nomination process, collaborating with Centre for Teaching Excellence staff as suitable
- Works with communication team to ensure broad communication of successful teaching award nominations
- Administers Faculty Teaching Excellence Awards

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- University degree required; Master's or equivalent in an education-related field.

### **Experience**

- Teaching experience required; experience teaching adults strongly preferred
- Experience in a university faculty preferred
- Demonstrated success in team building and supervising others
- Experience using statistical software such as SPSS or Stata, educational platforms such as Waterloo Learning Management System, and web content management systems preferred

### **Knowledge/Skills/Abilities**

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- Exceptional communication and relationship-building abilities with the ability to apply tact and diplomacy
- Demonstrated ability to take initiative, apply creative problem solving in novel and complex situations, and adapt to change
- Must be able to independently manage time and resources to maximize progress toward Faculty teaching goals
- Excellent organizational, analytical, and problem-solving skills
- Basic understanding of relational databases
- Familiarity with Microsoft environment and applications such as Office along with the ability to learn new applications

### Nature and Scope

- **Contacts:** Collaborates with internal and external contacts on work initiatives and projects. Responds to questions and inquiries with internal and external contacts. Deals with, influences or motivates internal contacts. Applies sound judgement, tact and diplomacy in all communications and interactions.
- **Level of Responsibility:** Oversees Faculty-wide functions or processes that are specialized. Provides functional guidance, direction and/or training to others. Has responsibility for oversight of casual or temporary staff. Is expected to look for opportunities to increase portfolio efficiency and impact. Errors negatively impact the credibility of the Teaching Portfolio and its ability to meet strategic goals.
- **Decision-Making Authority:** The position is not routine and requires independent application of judgement in situations in which interpretation, tact and diplomacy are required. The incumbent must be able to make sound, rational decisions and discern when ADT involvement is required in situations that arise, some of which may be sensitive and/or complex. Makes decisions about portfolio processes and procedures that have Faculty-wide impact. Has signing authority for portfolio operating accounts.
- **Physical and Sensory Demands:** Demands typical of a position operating within an office environment; periods of extensive sitting and concentrated use of visual senses; extended periods of high sensory demands because of required concentration and attentiveness to detail.
- **Working Environment:** Office-based; regular working hours; occasional evening work may be required; no significant physical or psychological risks