

Job Description

Job Title:	CTE Faculty Liaison
Department:	Centre for Teaching Excellence (CTE)
Reports To:	Senior Educational Developer, Faculty Programs and Blended Learning
Jobs Reporting:	None
Salary Grade:	USG 9-11
Effective Date:	January 2021

Primary Purpose

A CTE Faculty Liaison provides expert advice to instructors, primarily in their Faculty, regarding teaching strategies, learning activities, course design, assessment methods, instructional innovations and the integration of appropriate and effective learning technologies into face-to-face and blended learning course designs. This role works in conjunction with various colleagues in their associated departments, Faculties, and/or university support units as well as colleagues at CTE, primarily the other Liaisons and CTE Senior Educational Developers.

Key Accountabilities

Instructional Design, Educational Innovations and Technologies

- Support instructors in their implementation of active student learning, focusing on learning outcomes and encouraging effective instructional design and continuous improvement in courses and programs.
- Assist instructors in building their capacity in the effective implementation of appropriate Waterloo-supported educational technologies.
- Work with instructors to problem solve solutions to instructional design challenges.
- In their area(s) of specialization, as approved by the SED FPBL, consult on and/or engage in pedagogical research projects, curriculum initiatives, the investigation and implementation of emerging technologies and instructional innovations, and special projects and university committees related to teaching and learning.

Consultations and Educational Development

- Provide confidential teaching-focused consultations, including teaching observations and course evaluation analyses, and prepare confidential reports as requested (primarily in their Faculty/Unit but campus-wide as required).
- Facilitate Faculty/Unit-specific or Campus-wide workshops, events and programs on teaching and learning.
- Liaise with teaching leaders in the Faculty/Unit (e.g., Teaching Fellows) to implement Faculty-specific teaching and learning initiatives.

Communication and Dissemination

- Create and maintain community and relationships by collaborating with instructors and, as appropriate, other CTE and University faculty and staff (e.g., Departmental or Faculty Teaching Fellows, Liaison librarians, ITMS, CEL).
- Communicate CTE and other relevant events, opportunities and resources to their respective Faculties and areas.
- Act as a conduit to CTE from the Faculty/Unit providing relevant information back to the CTE and referring instructors as appropriate to others within the Centre.

Job Description



**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 <ul style="list-style-type: none">• Completion of a University degree in a disciplinary area associated with their Faculty, Master's degree in a relevant discipline strongly preferred. PhD an asset.
Experience <ul style="list-style-type: none">• Experienced in educational development, instructional design, and the thoughtful integration of technology and pedagogy in a variety of instructional settings.• Experience in using the institutional learning management system and determining how pedagogical problems involving that system and other educational technologies can be resolved.• Overall awareness of the disciplinary norms of their Faculty and how a teaching centre functions.• Teaching experience in their disciplinary area an asset.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Knowledge of educational theories and best practices for classroom, and blended learning, instructional environments.• Ability to work both independently and collaboratively; must be a strong team player and relationship-builder with instructors in their area.• The ability to listen well and to introduce and implement new technologies, as well as promote change in approaches to learning and teaching within a university setting with sensitivity to disciplinary norms is essential.• Proven oral and written communication skills, good consultation and facilitation skills.• Ability to make presentations to faculty and peers with confidence and clarity

Nature and Scope

- **Contacts:** Works closely with the SED Faculty Programs, the other CTE Faculty Liaisons, CTE SEDs and EDs, as well as Teaching Fellows, instructors and graduate students in their area, and staff members in other units engaged in the support of blended learning and educational technologies.
- **Level of Responsibility:** This position is responsible for the development and maintenance of relationships with instructors in their area and the support of effective evidence-based teaching practices with an emphasis on the integration of technology in the online and classroom environments.
- **Decision-Making Authority:** Decision-making and problem-solving are required when working with instructors on learning activities and the integration of educational technologies.
- **Physical and Sensory Demands:** Minimal demands typical of an office environment
- **Working Environment:** Minimal exposure to disagreeable conditions; some exposure to stressful situations at major events with numerous participants. CTE Liaisons have offices located in each Faculty as well as shared desk space in CTE.