



Director, Center for Teaching & Learning

Review: October 27, 2017

(Job #17-90) Administrator I, Director, Center for Teaching & Learning. Salary is commensurate with qualifications and experience. This is a full-time, benefited, 12-month pay plan position in the Academic Programs department. This position is an Administrator I in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information, including the extensive benefits package, can be found at www.calstate.edu/HRadm/policies/mpp.shtml.

Position Summary: Humboldt State University seeks a Director of the Center for Teaching and Learning to help drive innovation and high-impact student success efforts across our campus. The Director will lead the Center for Teaching and Learning (CTL), in support of campus efforts to transform our institution into one focused on student achievement and interdisciplinary collaboration. Reporting to the Vice Provost, the Director serves as a resource for the scholarship of teaching and learning, and advances campus understanding of pedagogy. We seek an individual who is highly collaborative, creative, and committed to diversity, equity, and inclusion. The CTL promotes excellence in teaching and enhanced student learning, cultivates learning communities, and supports the scholarship of teaching and learning. The Director will lead efforts to design culturally enriched and informed curriculum and pedagogy that supports diverse and underrepresented students. The Director will aid in these transformative efforts through collaboration with faculty, instructional designers, Information Technology (IT), and librarians to develop teaching and learning programs and services. This position will also work closely with nationally recognized scholars in culturally relevant pedagogy. In collaboration with the Academic Assessment Coordinator, the Director will advance the use of data to evaluate and continuously improve upon the effectiveness of curriculum, student success, faculty, and staff development.

Duties: Professional duties for this position include:

Enhances campus understanding and expertise of learning and teaching:

- Provides outstanding instruction to faculty on effective student-centered teaching and learning, teaching with technology, high-impact practices such as evidence-based teaching, teaching in all modalities, and universal learning design.
- Engages in ongoing research, learning, and best practices in culturally relevant pedagogy.
- Establishes strong partnerships with the Office of Diversity, Equity, and Inclusion (ODEI).
- Supports faculty development of curricular programming that engages students and ensures learning core competencies, such as; written and oral communication, quantitative reasoning, information literacy, and critical thinking.
- Encourages developing educational programming that actively fosters the ability to work with others, appreciation for diversity, creativity, innovation, ethical and civic responsibility, and civic engagement.
- Provides pedagogical expertise in consultation with faculty to enhance teaching face-to-face, hybrid, and online learning modalities.
- Engages in ongoing research, learning, and best practices in culturally relevant pedagogy.

Develops, implements, and assesses faculty development programs designed to improve student learning experience and success:

- Plans, develops and delivers in-service programs that align with current research on effective professional development aimed at enhancing instructors' and administrators' knowledge about what is taught and how students acquire specific content knowledge and skills.
- Provides leadership and innovation for enhancing teaching and learning through the identification, evaluation, adoption, and integration of effective educational innovations into the curriculum.
- Provides creative leadership across the institution in the design and broad implementation of a comprehensive program aimed at engaging faculty at all stages, including non-tenure track faculty, in innovative culturally relevant pedagogies, consultation, and the scholarship of teaching and learning.

Fosters collaboration and interdisciplinary program development to enhance the effectiveness of learning:

- Supports and sustains a culture of faculty engagement and innovation in learning by creating communities of practice that foster dialogue among faculty regarding pedagogy.
- Collaborates with campus to support increasing diversity in society with educational and co-curricular programs, organizational development and practices.
- Fosters embedded student learning expectations in the standards that faculty use to evaluate student work.
- Collaborates with other campus programs to support the development of student learning skills.
- Collaborates with the Executive Director of Diversity, Equity, & Inclusion, Director of Academic Technology, Instructional Designers, IT, Library, HR/APS, and others to develop seamless faculty support services and programs organized under the Center for Teaching Learning, and collaborates with the Office of Professional Development as well.

Other tasks as assigned as they relate to abilities and experience.

Minimum Qualifications: Doctoral degree (PhD or EdD) required. The successful candidate must demonstrate the following:

- Outstanding communication and interpersonal skills and an open and collegial style.
- Knowledge of research, best practices, and emerging trends in teaching and learning, as well as faculty scholarship and leadership.
- Demonstrated expertise in enhancing face-to-face, hybrid, and online teaching and learning.
- Demonstrated understanding of learning theories and assessment, scholarly research practices, teaching practices, and teaching technology.

Preferred Qualifications:

- Commitment to serving the needs of diverse populations, including traditionally underrepresented students and disabled students.
- Knowledge of pedagogy, culturally relevant pedagogy, high-impact practices, problem-based learning, and undergraduate research.
- Experience providing instruction and consulting to faculty on effective student-centered teaching and learning, teaching with technology, and teaching in all modalities, and universal learning design.
- Experience with developing curricular programming and educational programs with broad campus collaboration.
- Experience with developing professional development programs for faculty that are designed to improve student learning.
- Demonstrated success in change management leadership and support, preferably in major academic renewal projects.
- Demonstrated experience with creating collaborative or interdisciplinary learning communities and programs to enhance effectiveness of learning.

At the time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the Bureau of Citizenship and Immigration Services to work in the United States. Evidence of degree(s), including official transcripts are required at time of hire.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

General Information:

Humboldt State University (HSU) is remarkable for its emphasis on faculty engagement in both undergraduate learning and cutting edge research, and for the commitment to act on its ideals of social justice and environmental responsibility. The Graduation Pledge of Social and Environmental Responsibility is a campus tradition that started at HSU in 1987 and has since spread to campuses around the nation.

HSU is located in Arcata, California, along Northern California's stunning Redwood Coast, 275 miles north of San Francisco. HSU is a proud member of the public California State University (CSU) system. HSU serves over 8,500 students and offers 49 Bachelor's Degree programs, 11 Master's Degree programs and numerous credentials and certificates of study across four colleges: Arts, Humanities & Social Sciences; Natural Resources & Sciences; Professional Studies; and E-Learning and Extended Education. Our world-class faculty and staff are committed to student-centered learning, research, and community engagement. HSU has been ranked as a top Western university (U.S. News & World Report) and a "Best in the West" college (Princeton Review). HSU has also been recognized as a Green College, as well as a Military-Friendly, Vegan-Friendly, and LGBT-Friendly institution. HSU students enjoy a rich campus life through more than 180 campus clubs, access to a state-of-the-art recreational facility, nationally recognized performers and speakers, and 12 NCAA Division II athletic teams.

Humboldt State University sits adjacent to Humboldt Bay on California's gorgeous North Coast, only 30 miles south of Redwood National Park. The natural beauty of the North Coast is world renowned with landscapes that include rugged mountains, wild rivers, breathtaking beaches, and majestic redwoods that came to be as a result of its dynamic geologic history and setting. Amid one of the most beautiful natural laboratories in the world, our students live and learn among ancient redwood forests, mountains, rivers, and a wide variety of easily accessible marine habitats. HSU is committed to diversity in all forms, is designated as a Hispanic-Serving Institution, and maintains strong ties to the region's Native American tribes.

HSU's hometown of Arcata has a population of more than 17,000 and is known for its vibrant and welcoming community. Local elementary and secondary schools are ranked as high performers statewide and nationally. The City of Arcata is proud of its reputation as a politically progressive community that promotes civic engagement, innovative land use planning, and environmental sustainability. Arcata was first city in the United States to have a city-owned community forest, where thousands of visitors every year explore the 2,000 acre enchanted ecosystem on dozens of hiking and biking trails. Downtown Arcata is the site of "The Plaza", where locally-owned shops line bike-friendly streets that lead into adjacent neighborhoods with charming Victorian architecture and community-run gardens. Residents of Arcata organize and engage in numerous community events, including farmers markets, vibrant art and music performances, running and cycling races, numerous environmental and seasonal festivals and parades, and Humboldt Crabs baseball, which is the longest continually operated semi-baseball team in the United States. Only seven miles south of Arcata is the larger city of Eureka with over 27,000 residents which is the largest port city between San Francisco and Portland. Humboldt County as a whole has approximately 130,000 residents.



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Application Procedure: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-90) in the subject line of the email.

Application Deadline: This position is open until filled. The first review of applications will be Friday, October 27, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3318

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



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