

Faculty Associate Position

AYSPS

Georgia State University

AYSPS is seeking a Faculty Associate for Faculty Development to lead the School in areas that support recruitment, advancement, and retention of faculty in AYSPS. The Faculty Associate will lead the development of AYSPS' mentoring program, manage resources for faculty development including NCFDD, organize information sessions on tenure and promotion, oversee faculty awards and recognition, and manage implementation of relevant aspects of COACHE.

Reporting to the Dean, this position offers faculty the opportunity to gain administrative expertise in important areas of faculty development, develop personal leadership skills and work with faculty and administrators across the university.

Faculty Associate for Faculty Development

Eligibility

This position is open to full-time permanent tenured faculty members and it carries one course buyout during the academic year and 10 percent summer funding.

Duties and responsibilities

- Serve as the mentoring advocate to coordinate mentoring activities in accordance with the University's mentoring plan;
- Coordinate faculty recognition and awards;
- Explore and expand opportunities for professional development;
- Help organize and offer information sessions on tenure and promotion for tenure track and non-tenure track faculty in collaboration with the College's P&T committee;
- Develop other resources/programming relevant to faculty;
- Help to organize the annual new faculty orientation;
- Offer programs and guidance on conducting effective and inclusive faculty searches; and
- Review and recommend updates to faculty policies and procedures.

Qualifications

Required

- Strong communication and organizational skills;
- A strong interest in supporting the success of faculty; and
- A commitment to diversity and inclusion.

Preferred

- Experience, formal or informal, in faculty development;

- Administrative experience and/or program leadership or management;

The start date is July 1, 2021 but is negotiable.

To Apply:

Interested faculty should send a cover letter describing their interest and qualifications and a CV to Sally Wallace swallace@gsu.edu by May 20, 2021.