



Middle Georgia
State University

ASSISTANT PROVOST Faculty Development

Middle Georgia State University, a multi-campus, baccalaureate and graduate degree-granting public institution, seeks an experienced academic leader to serve as **Assistant Provost Faculty Development**. The Assistant Provost serves a central role in the institution providing support and direction to the faculty to advance the academic vision of excellence for the University. This administrator reports to Dr. David Jenks, the Provost and Vice President for Academic Affairs.

MGA enrolls more than 8,400 students on its five physical campuses in the central Georgia region and around the world via the MGA Direct, a fully online campus. Since being appointed president in 2014, Dr. Christopher Blake has guided the University's growth from a bachelor's-granting institution to a comprehensive university offering master's and doctoral degrees in a wide range of disciplines.

Ranked 10th among the best public regional institutions in the South, according to the 2022 rankings released by *U.S. News & World Report*, MGA has six academic schools: Arts & Letters, Aviation, Business, Computing, Education & Behavioral Sciences, and Health & Natural Sciences. The University's enrollment is largely comprised of students from most of Georgia's 159 counties, as well as students from across the U.S. and the world.

A key area of planned growth for MGA is graduate programs, which currently include online master's degrees in information technology, management, teaching-secondary education, technical and professional writing, and nursing with emphasis on adult/gerontology acute care. A doctoral program in information technology (DSCIT) began accepting students for the 2021-2022 year. A Master of Science in Occupational Therapy is set to begin in 2022 (pending accreditation by the Southern Association of Colleges and Schools Commission on Colleges).

VISIT MIDDLE GEORGIA STATE'S WEBSITE AT WWW.MGA.EDU.

Assistant Provost Faculty Development

The Assistant Provost Faculty Development (Assistant Provost) is a 12-month position that holds faculty status. Reporting to the Provost, the Assistant Provost is responsible for creation of a collaborative, effective climate that consistently supports faculty development and upholds the policies and published practices of the University related to teaching and learning. The Assistant Provost guides faculty to achieve excellent learning outcomes through development of faculty members' expertise in teaching modalities, methodologies, and pedagogies.

MAJOR DUTIES:

Faculty Development

- Design and facilitate faculty development programs to support faculty success in teaching and learning, scholarship and creative activities, and faculty productivity.
- Provide outreach to all campus faculty about opportunities and support available.
- Provide clear and organized communication about faculty development opportunities through newsletters, website, meetings, etc.
- Engage with campus leaders in strategic planning for academic improvement and student success.
- Provide a continuous professional development model for faculty as learners.
- Work collaboratively and effectively with academic leadership and faculty senate to establish a plan for achieving expected outcomes for teaching excellence and student success.
- Collaborate with the staff in Office of Technology Resources, Registrar's office, and other units to continuously improve the learning management system.
- Support faculty in enhancing student learning.
- Increase faculty productivity in scholarship and creative activity, specifically in the scholarship of teaching and learning.
- Assist in designing and coordinating programs using an equity lens.

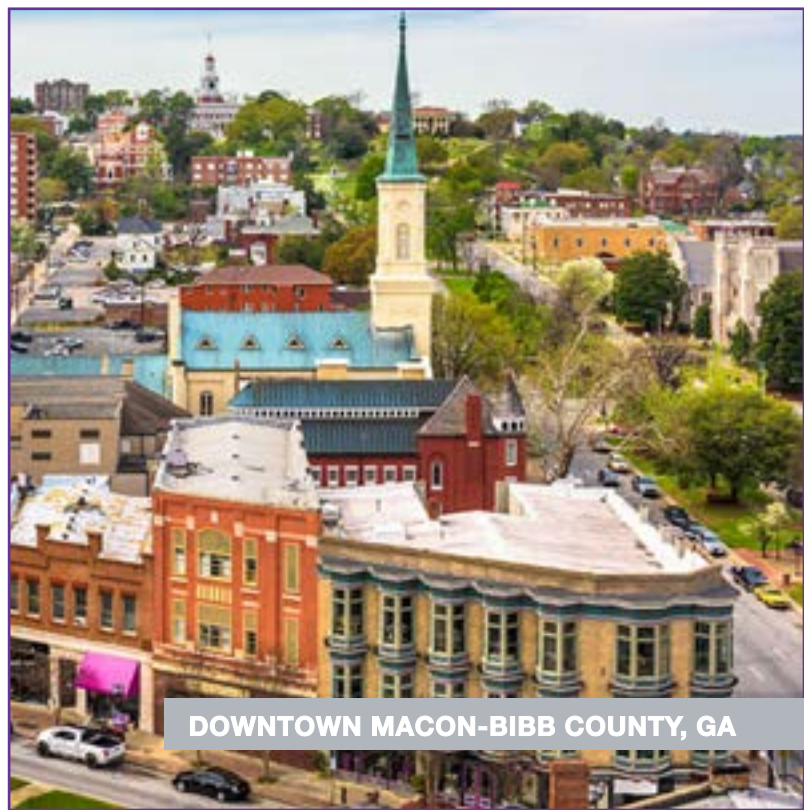
Center for Teaching and Learning

- Research and evaluate emerging learning technologies as they apply to instruction, participate in strategic planning, recommend, and promote best practices for teaching and learning.
- Develop, coordinate, and assist in collaborative faculty training, new faculty orientation, and other instructional professional development programs.
- Advise faculty in designing online courses using instructional technologies and pedagogy, and in the use of the online LMS for all courses.
- Implement the Quality Matters assessment process for online courses.
- Lead and coordinate team support of online education, faculty learning communities, and provide individual faculty consultation.

- Coordinate faculty review of online programs and courses, including course/instructor surveys.
- Supervise Teaching and Learning support staff.
- Work with the Faculty Senate's Faculty Development Committee to determine the direction and programming of the CTL based on the needs and priorities of the faculty and the University.
- Work with the Faculty Senate and Academic Affairs to facilitate the nomination process for system-wide teaching awards/programs (the USG Regents' Teaching Excellence Awards, USG SoTL Fellows, USG Governor's Teaching Fellows).
- Serve as the University's liaison to the USG's CTL Consortium.
- Conduct short-term and long-range strategic planning, assessment, and evaluation for the CTL, including unit assessment plans, that ensures alignment with the University's strategic plan.

Related Duties

- Represent the Office of Academic Affairs at school and community functions as needed.
- Coordinate advising activities among faculty and professional advisers.
- Perform related duties as assigned.



DOWNTOWN MACON-BIBB COUNTY, GA

MINIMUM QUALIFICATIONS:

- Terminal degree
- Prior teaching experience
- Prior experience supervising instructional designers
- Excellent communication and human relations skills
- Evidence of leadership qualities specifically in leading teaching and learning activities
- Demonstrated experience with the University System of Georgia Board of Regents, procedures, practices, requirements, and reporting structures
- Demonstrated knowledge of current scholarship on teaching and learning
- Demonstrated knowledge of program of content development and course review
- Demonstrated knowledge of data literacy
- Knowledge and level of competency commonly associated with completion of a doctoral degree in a course of study related to the occupational field
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division to direct and coordinate work within the division, usually interpreted to require three to five years of related experience

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of academic affairs policies and procedures
- Knowledge of national, state, and local issues related to post-secondary education
- Knowledge of University System of Georgia Board of Regents and Southern Association of Colleges and Schools (SACSCOC) policies, procedures, practices, requirements, and reporting structures
- Knowledge of related federal policies, procedures, regulations, and laws
- Knowledge of program curriculum review and development
- Knowledge of shared governance principles
- Skill in collaborating with multiple constituents
- Skill in decision making and problem solving
- Skill in the delegation of responsibility and authority

- Skill in interpersonal relations and in dealing with the public
- Skill in oral and written communication
- Skill in data analysis and interpretation

SUPERVISORY CONTROLS:

- The Provost and Vice President for Academic Affairs assigns work in terms of goals and objectives. The supervisor reviews work through conferences, reports, and observation of Office of Academic Affairs activities.

GUIDELINES:

- Guidelines include the university bylaws, the Faculty Handbook, the university statutes, the Board of Regents Policy Manual, and SACSCOC accreditation standards. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK:

- The work consists of varied management duties. Strict guidelines and standards contribute to the complexity of the position.
- The purpose of this position is to direct the day-to-day operations of the Center for Teaching and Learning, building and maintaining faculty development opportunities, and working with others in the Office of the Provost on all routine Academic Affairs processes.

CONTACTS:

- Contacts are typically with co-workers, other university personnel, faculty, staff, students, representatives of other colleges and universities, alumni, representatives of the Board of Regents, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend, or settle matters.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

- This position may have direct supervision over other offices related to Academic Affairs.

Application Information

E-mail your letter of interest, current curriculum vita, and four references to **Emily Parker Myers, CEO of [Myers McRae Executive Search](#), at MGA-AsstProvost@myersmcr.com.**

Request a confidential conversation at myersmcr.com

Apply Now - Review of applications is in progress.

Middle Georgia State University is an Affirmative Action/Equal Employment and Educational Opportunity Institution.