

# Associate Director for Teaching Development

## UCLA Teaching and Learning Center

### Position Overview

Job# JPF09711

Payroll Title: Academic Administrator V

Annual Salary Range: \$103,422 - \$140,344

### Position Description

The UCLA Teaching and Learning Center (TLC) was established in August 2024 to support UCLA's educational mission to engage a university-wide community of scholars composed of educators and the diverse learners they serve in a collaborative process to discover and advance knowledge and practice across the disciplines both in and beyond the classroom. The TLC is a key driver of innovation and excellence in teaching across UCLA's broad academic landscape, a campus resource for programming in support of equity-minded and evidence-based teaching practices, and a champion of pedagogical research.

The TLC is recruiting an Associate Director for Teaching Development, who reports to the Director of Educational Development Programs, to work collaboratively with TLC staff; university staff; instructors of record, including Senate faculty, Academic Administrators, Lecturers, and Graduate Student Instructors; administrative and academic partners across campus divisions and schools; and colleagues at other universities to design and offer resources that will enable instructors to adopt and develop teaching practices aligned with UCLA's teaching mission. The Associate Director supports a portfolio of existing educational development programs and events and also assists in the design and implementation of new programming to support UCLA instructors of record in adopting equitable, engaging, accessible, and learner-centered teaching practices. The Associate Director also serves as a resource for cross-disciplinary, evidence-based pedagogical support for instructors of record and in cultivating relationships and partnerships with campus-wide teaching support units, programs, and initiatives to promote adoption of innovative and equitable teaching practices relevant to multiple disciplines.

Core responsibilities include but are not limited to the following: offering on-campus and online workshops for instructors, organizing communities of practice, contributing to a TLC repository of digital resources such as teaching guides, coordinating classroom observations, and providing instructors consultations in support of their instructional improvement and curriculum development efforts. In addition, responsibilities include building relationships with diverse campus stakeholders and colleagues in academic departments and other disciplinary teaching support units, collaborating to further programmatic growth and relevance of TLC resources and services offered to instructors. The Associate Director also supports efforts to assess and disseminate findings about the impact and effectiveness of Educational Development Programs' offerings.

## Qualifications

### Basic Qualifications

- As a normal requirement, the appointee should have the terminal or top degree in the appointee's field or the highest degree that is commonly expected for appointment in the activity.
- Demonstrated professional experience (2 years) in college or university setting.

### Additional Qualifications

- This position is eligible for a hybrid work arrangement within the state of California; the incumbent must reside within the state of California or be willing to relocate.

### Preferred Qualifications

- Experience with different modalities of instruction (e.g., on campus, online, hybrid) as an instructor, researcher, or educational developer in a college or university setting.
- Working knowledge of equitable pedagogical practices and demonstrated experience (in your own practice or in supporting instructors) implementing a range of instructional practices.
- Experience supporting a range of educational development programs, such as workshops, learning communities, and individual consultations.
- Knowledge of student-centered pedagogy, both the epistemological goals and educational methods that are specific to or commonly used within a particular discipline as well as teaching practices that span across disciplines.
- Ability to articulate a rationale for teaching practices and instructional strategies recommended to support student learning.

## Application Requirements

Search closes: 9/8/24

Submit application materials to UCLA Recruit: <https://recruit.apo.ucla.edu/JPF09711>

## Document Requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement of Teaching
- Statement on Contributions to Equity, Diversity, and Inclusion - An EDI Statement describes a faculty candidate's past, present, and future (planned) contributions to equity, diversity, and inclusion. To learn more about how UCLA thinks about contributions to equity, diversity, and inclusion, please review our [EDI Statement FAQ](#) document.
- Reference check authorization release form - Complete and upload the [reference check authorization release form](#)

## Reference Requirements

3-5 required (contact information only)

## About UCLA

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

For the University of California's Affirmative Action Policy, please visit <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-035.pdf>.

For the University of California's Anti-Discrimination Policy, please visit <https://policy.ucop.edu/doc/1001004/Anti-Discrimination>.

## Job location

Los Angeles, California