

Faculty Director, Leadership in Progress and Service

Quality Enhancement Plan (QEP)

Invitation to Apply

The Georgia Tech Office of Undergraduate Education (OUE) invites applications from members of the Georgia Tech faculty for the position of Faculty Director, Leadership in Progress and Service Quality Enhancement Plan (QEP). Applications are welcome from current tenured, tenure-track, and non-tenure-track Georgia Tech faculty with full-time appointments in any Georgia Tech unit.

The appointment as QEP director is a year-round faculty position appointed at 50% time or higher (percent time of appointment, workload, and terms will be determined in consultation with the selected individual and their home department supervisor).

The anticipated start date will be Fall 2023 (exact date negotiable based on the selected candidate). The initial appointment will conclude June 30, 2025. The appointment as Faculty Director may be extended thereafter with revised duties appropriate to the operationalization phase of the QEP, contingent on the Faculty Director's interest in assuming the revised duties and successful performance during the initial appointment; final decisions regarding the QEP operational plan and budget; and appropriate home unit and Institute approvals.

Job Summary

The Faculty Director will report to the Associate Vice Provost for Undergraduate Education (AVPUE) within OUE. In partnership with the AVPUE, the Faculty Director will contribute to the development and planning for Georgia Tech's next QEP: Leadership in Progress and Service. Effective development and planning will be vitally important to advancing the Transformative Teaching and Learning Initiative of the Institute Strategic Plan. The Faculty Director will also contribute significantly to writing Georgia Tech's QEP Report, detailing the QEP plan, for submission to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC approval of the QEP Report is an essential component of the Institute's reaffirmation of accreditation.

In performing these responsibilities, the Faculty Director will work in close collaboration with the AVPUE, as well as the Vice Provost for Undergraduate Education (VPUE), the Associate Provost for Academic Effectiveness (APAE), the Senior Vice Provost for Education and Learning (SVPEL), members of

Georgia Tech's QEP Development and Planning Committee, and the VPUE leadership team. The Faculty Director will serve as a member of the VPUE leadership team.

The Faculty Director will also work collaboratively with a broad network of students, faculty, and staff across campus in development and planning the QEP.

Duties

Specific responsibilities include, but are not limited to:

- » Examine SACSCOC requirements for QEP Reports, review example QEP Reports; prepare and maintain a checklist of requirements and examples and their incorporation in the development and planning of the QEP together with citations to sources.
- » Prepare literature reviews regarding development, planning, and implementation of successful educational programs related to aspects of the QEP; prepare and maintain a checklist of incorporation in the development and planning of the QEP together with citations to sources.
- » Collaborate in the assembly and the analyses of data relevant to the strategic goals and outcomes of the QEP.
- » Attend state, regional, or national conferences and meetings focused on educational programs related to aspects of the QEP and related to SACSCOC requirements for QEP Reports; prepare summary reports of concepts and resources of potential relevance to the development and planning of the QEP.
- » Engage in regular collaborative development and planning meetings with QEP leadership, including AVPUE, VPUE, APAE, SVPEL, and members of the QEP Development and Planning Committee (and other committees or ad hoc working groups that may be established)
- » Work in close collaboration with APAE and the staff of the Office of Academic Effectiveness (OAE) on the development of the assessment component of QEP Report (to be developed by OAE).



Duties (continued)

- » Help convene meetings of QEP leadership or establish and convene committees or ad hoc working groups as needed for collaborative assistance with QEP development and planning and maintain records of discussion points, conclusions, and action items; participants may include members of QEP leadership and students, faculty, and staff across campus.
- » Prepare drafts of QEP Report and final QEP Report, aligned with SACSCOC requirements and reflecting results of literature reviews, attendance at meetings and conferences, and collaborative engagement with QEP leadership and network of students, faculty and staff across campus.
- » Assist with management of QEP budget and other administrative matters related to the development and planning of the QEP.

Required Qualifications

- » Current appointment as a full-time tenured, tenure-track, or non-tenure-track Georgia Tech faculty member in any Georgia Tech unit.
- » A minimum of 5 years of experience in higher education, including undergraduate teaching experience.
- » Strong understanding of undergraduate curriculum design.
- » Strong understanding of high impact practices, including experiential learning.
- » Strong understanding of general education principles and practices.
- » Strong understanding of academic advising.
- » Strong commitment to expanding access and supporting student success.
- » Excellent verbal and written communication skills.
- » Excellent collaborative skills.
- » Excellent organizational skills.
- » Ability to use technologies and software employed in professional office settings.

Preferred Qualifications

- » More than 5 years of professional experience in higher education.
- » Leadership experience in higher education, which may include administrative positions or leadership positions with task forces, working groups, grant projects, or similar.
- » Experience in writing reports, grant applications, or similar.
- » Experience in curriculum design.
- » Experience in developing and implementing high impact practices.
- » Experience teaching in the general education curriculum.
- » Experience in academic advising.
- » Experience with accreditation.
- » Experience in expanding access and supporting student success.

Compensation

Compensation will be determined based on the selected candidate's faculty appointment and rank in consultation with the faculty director's home unit and the Office of Faculty Affairs.

About Us

Under the leadership of the Vice Provost for Undergraduate Education, the Office of Undergraduate Education (OUE) challenges students to become accomplished learners who are able to make meaningful connections among work, study, and community. We connect curricular and co-curricular offerings to support students in developing a strong foundation for success, during college and after. We do this through the efforts of our faculty, professional staff, and students, and we strive to create and maintain a welcoming, respectful, and inclusive educational and work environment. Visit oue.gatech.edu.

Equal Employment Opportunity

Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities. Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests.

How to Apply

- » Visit hr.gatech.edu/careers
- » Follow the instructions in the "Internal Applicants" box.
- » When you get to the "Search Jobs" page, search for the Job ID number: **261586**.

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