

**UNIVERSITY OF CALIFORNIA, MERCED**  
**JOB DESCRIPTION**

PERSONNEL OFFICE USE ONLY					
APPROVED PAYROLL TITLE	TITLE CODE	EFFECTIVE DATE	CBU: ERC:	DATE	INITIALS
NEW POSITION/REPLACEMENT		TEMP. RECLASS ( ) TEMP. STIPEND ( )	PROVISION NUMBER		
1. ( x ) Recruitment ( ) Review ( ) Reclassification ( ) Update of Job Description			2. a. SALARY RATE b. PERCENT OF TIME		
3. EMPLOYEE NAME			4. CURRENT PAYROLL TITLE		
5. DEPARTMENT/DIVISION Academic Affairs	6. WORK LOCATION Atwater		7. WORKING TITLE (IF DIFFERENT)		
8. NAME OF SUPERVISOR	9. SUPERVISOR'S PAYROLL		10. NAME OF DEPARTMENT Academic Affairs		
11. SUPERVISION/DIRECTION RECEIVED (see back page for definitions of categories) Indicate the type of supervision the incumbent will receive after the training/orientation period. Close Supervision ( ) Supervision ( ) General Supervision ( ) Direction ( ) General Direction ( x )					
12. NAMES OF EMPLOYEES DIRECTLY SUPERVISED			PAYROLL TITLE Various	FTE 4.0	

**13. GENERAL SUMMARY OF DUTIES / RESPONSIBILITIES**

The University of California is creating a dynamic new university campus and campus community in Merced, California. UC Merced is the tenth campus of the University of California and the first American research university built in the 21st century. In keeping with the mission of the University to provide teaching, research and public service of the highest quality, UC Merced will be providing new educational opportunities at the undergraduate, masters and doctoral levels through three academic schools: Engineering, Natural Sciences and Social Sciences/Humanities/Arts.

The main responsibilities of the Director will be to work collaboratively with a wide range of campus constituencies with the goals of improving student learning, enhancing classroom teaching, encouraging external support for innovative and effective teaching strategies, and fostering a culture in which effective teaching is valued and rewarded.

The incumbent will direct the Teaching and Learning Center working with faculty development initiatives; develop, organize and oversee programs to advance the scholarship of teaching and learning; consult with individual faculty and schools on teaching excellence; support pedagogy applications, appropriate technology integration, and management strategies for adding online support to classroom courses and development of online courses; work with appropriate committees of Academic Senate to develop new faculty initiatives; administer programs and budget; participate in the development of a comprehensive orientation program for new faculty and teaching assistants; lead the development effort of the University's course assessment and evaluation initiatives; recruit, supervise, and manage professional staff in the Center.

The Teaching and Learning Center should provide programming to further strengthen instructional excellence as well as to nurture teaching and learning through the innovative use of integrative teaching approaches, instructional technology, and cross-cultural or interdisciplinarity in teaching.

<b>14. ESSENTIAL DUTIES OF THE JOB</b>		
<b>PERCENT OF Time</b>	<b>FREQUENCY</b>	<b>ESSENTIAL DUTIES* (List in order of importance)</b>
<b>80</b>	<b>Daily</b>	<p><b>Program Development and Implementation</b>            Develop and implement strategic plans for successful implementation of leading edge assessment program; faculty development initiatives; and professional development opportunities for academic staff which align with the University's strategic priorities and School plans.</p> <p>Create programs that directly support graduate student teaching assistants including seminars to provide pedagogical training on a variety of topics. Develop on-going courses or workshops designed to assist teaching assistants such as how to design small group activities, test construction and grading, effective lecturing, classroom dynamics, curricular projects, and confidential concerns,</p> <p>Develop and administer an instructional grant program for teaching assistants for developing instructional materials and procedures beyond the scope of normal TA duties such as grant writing and instructional development and assessment.</p> <p>Work collaboratively with University staff and with relevant University committees to enhance students' experience of learning and teaching effectiveness, and to identify and disseminate good practice in the University in relation to learning and teaching.</p> <p>Provide access to professional advice in respect of learning and teaching to all University staff.</p> <p>Identify opportunities for attracting funding to support learning and teaching initiatives and work collaboratively with other organizations to further learning and teaching developments of relevance to the University of California.</p> <p>Develops plan(s) for Instructional Learning; faculty and course assessment; oversee progress against this plan; monitor results in order to ensure departmental objectives are being met on time and within budget.</p> <p>Establishes and maintains continuous contact with academic staff, both in terms of delivery and development of the learning and teaching functions.</p>
<b>20%</b>	<b>Daily</b>	<p><b>Management of the Teaching and Learning Center</b>            Manage the departmental budget, ensuring cost-effective management of the unit.</p> <p>Supervise professional, technical, and support staff within the unit.</p> <p>Maintain knowledge of developments in learning and teaching nationally and internationally and where appropriate to these developments through contributions to conferences, workshops, publications etc.</p> <p>Evaluate and review the capacity and capability of the Center in order to ensure that it is fit for purpose in meeting the future strategic needs of the University .</p> <p>Represents the University at a range of external groups in relation to the development of learning and teaching approaches.</p>

\*See back page for further explanation of these categories.

**15. NON-ESSENTIAL DUTIES OF THE JOB**

PERCENT OF TIME	FREQUENCY (d,w,m,q,y)	NON-ESSENTIAL DUTIES

**QUALIFICATIONS:**

Completed doctorate degree with extensive teaching experience at the college or university level, a record of accomplishment in the scholarship of teaching, learning, assessment, and noteworthy experience in helping to create improvements in teaching and learning in a complex research university or comparable institution. Ability to establish policies and procedures and develop benchmarks for success. Outstanding communication skills and demonstrated collaborative leadership style is essential. Extensive background and understanding of the use of technology in teaching and assessment models.

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

**PHYSICAL**

On the job the employee must:

- Bend
- Squat
- Crawl
- Climb
- Kneel
- Handle objects (manual dexterity)
- Reach above shoulder level
- Use fine finger movements
- Other \_\_\_\_\_

Must carry/lift loads of:

- Light (up to 25lbs.)
- Moderate (25-50lbs.)
- Heavy (over 50lbs.)

**MENTAL**

On the job the employee must be able to:

- Read/comprehend
- Write
- Perform calculations
- Communicate orally
- Reason and analyze
- Other \_\_\_\_\_

**ENVIRONMENTAL**

On the job the employee:

- Is exposed to excessive noise
- Is around moving machinery
- Is exposed to marked changes in temperature and/or humidity
- Is exposed to dust, fumes, gases, radiation, microwave (circle)
- Drives motorized equipment
- Works in confined quarters
- Other : Travel to meetings, conferences, and campus events.

**17. SPECIAL CONDITIONS OF EMPLOYMENT (Licenses, certificates, credentials, bondability, altered work schedules, furloughs, travel, etc.)**

REQUIREMENTS: This position is a critical position and subject to a background check. Employment is contingent upon successful completion of a background investigation including criminal history and identity check. Ph.D. degree required. Previous experience in University setting required.

**18.**

**19.**

**20.**

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**Employee's Signature**

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**Supervisor's Signature**

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**Department Head's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

