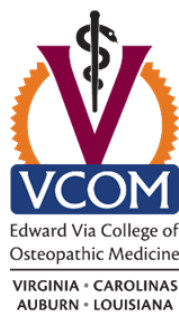


Position Description



Job Title: Director for Academic and Professional Development	
Department: Center for Institutional, Faculty, and Student Success	Date: August 2024
FLSA: Exempt	Work Location: Virginia Campus
Employee Category: Administrative Staff	Work Schedule: M–F, 8:00am – 5:00pm
Reports to: Executive Director for Professional Development for the Center for Institutional, Faculty, and Student Success	Percent Employment: 100%
Direct Reports: N/A	

I. Job Summary:

Work within the Center for Institutional, Faculty and Student Success to further the mission to advance the quality of teaching and learning by promoting a College culture where the VCOM community works collaboratively to champion educational excellence. This position shares in the responsibility to provide academic information, resources and guidance to students, faculty and staff.

Under the supervision of the Executive Director for Professional Development for the Center for Institutional, Faculty, and Student Success, the Director for Academic and Professional Development will provide leadership across campus in the development, implementation, and management of college-wide faculty and staff development programs. Professional development is integral to all academic mission areas. The professional development process includes activities to increase, improve or refine knowledge, skills, and behaviors particular to their role, academic goals and institutional needs. In addition to understanding effective, research-based professional development standards and delivery models, the Director of Academic and Professional Development will demonstrate knowledge of the skills necessary to meet the needs of diverse learners. The Director supports the Department Chairs in providing faculty development resources tailored to the faculty member's needs and providing resources for campus specific needs. The goal of this position is to make significant contributions to the academic program by designing, delivering, and promoting high quality professional learning and communicating the college's high expectations for faculty and staff.

II. Job Duties:

1. Responsible for envisioning, developing, and delivering a comprehensive multiple modality program to support the career-long development of faculty. An emphasis should be placed on developing programs and outreach to faculty that:
 - a. Provides mentorship and support aimed at continuous improvement for faculty as learners
 - b. Supports faculty in enhancing teaching and student learning
 - c. Increases faculty productivity in research, scholarship, and creative activity
 - d. Align with the College's Strategic Plan, goals, and initiatives.

2. Responsible for envisioning, developing, and delivering a comprehensive multiple modality program to support the career-long development of staff. An emphasis should be placed on developing programs and outreach to staff that:
 - a. Provides quality, cost-effective training designed to increase individual and organizational productivity and enrichment.
 - b. Enhances knowledge, develops skills, and enriches the organization.
 - c. Values development, diversity, and growth opportunities for all employees.
 - d. Provides individuals and the organization with the tools to respond effectively to stakeholder needs as well as current and future demands for service.
 - e. Promotes, supports, and leverages technology resources and tools to improve and enhance workflow efficiency and improve service.
3. Oversight for the planning and implementation of activities including scheduling, contracts, room set-up, food, beverage, audiovisual, program documentation, attendance certificates, and other pertinent details.
4. Engage with campus administration, faculty, staff, and college departments in strategic planning for professional development initiatives that will further academic improvement and student success.
5. Develop an early career faculty development program designed to mentor and support faculty during their first two years.
6. Develop a program designed to engage faculty in learning the core competencies necessary for career advancement and promotion.
7. Develop and oversee an academic medicine teaching fellowship.
8. Coordinate with the Director for CME and Clinical Faculty Development to:
 - a. Develop a longitudinal professional development program for clinical faculty
 - b. Offer CME credit for applicable professional development activities, which includes submitting the required documents to the AOA for CME approval.
 - c. Submit reports to the Director for CME and Clinical Faculty Development reflecting CME hours for professional development activities.
9. Engage with Human Resources to continue to develop the orientation program for new faculty and staff.
10. Be available for consultation with faculty and staff on career planning, promotion and tenure and any general inquiries about faculty life. Offer new and innovative programs to improve teaching and evaluation as requested by individual faculty members or as referred to by their supervisors.
11. Provide clear and organized communication about faculty and staff development opportunities through a monthly newsletter, website, meetings, etc.
12. Maintains accurate recording and reporting of professional development sessions, hours, and participation.
13. Develop evaluation plans and applies evidence-based evaluation systems to determine the effectiveness of educational activities and learning programs. Analyzes and uses data to identify professional development needs.
14. Maintains knowledge of professional development standards, available evidence, and current trends and innovations in medical education, clinical instruction, staff development, and use of learning technologies.
15. Pursues ongoing learning and educational opportunities to enhance own practice, knowledge, skills, and competencies.

16. Serve as Chair the Faculty Development Committee and the Staff Development Committee.
17. Establish relationships with educational resources outside of VCOM; research and evaluate training resources, materials, videos and speakers for events and classes.
18. Advise the Library Committee of professional development resources.
19. Perform and promote educational research.
20. Collaborate with the Center to maintain current and relevant web presence and other educational materials.
21. Assist in developing and implementing VCOM' policies and procedures related to professional development, departmental policies, procedures and other material as appropriate.
22. Represent VCOM with national organizations related to professional development as appropriate.
23. Perform other duties as assigned.

III. **Required Qualifications:**

- Education: Doctorate degree in an educational field.
- Experience: At least 5 years of experience in faculty and staff development at the higher education level, preferably in the medical education setting that should include a combination of the following:
 - Knowledge of professional development as it applies to both teaching and learning.
 - Work that demonstrates an understanding of nationally recognized practices, trends, and procedures for college career and life design, especially the unique needs of medical educators and clinical faculty.
 - Knowledge of adult learning theory.

Other skills important to this position:

- Demonstrated ability to develop and execute programs, courses, events, and content to scale impact across various constituent groups.
- Demonstrated ability to collaborate closely with other peer leaders toward shared goals.
- Demonstrated ability to engage, teach, and energize various constituent groups.
- Experience in developing and implementing effective assessment methods and articulating strategic priorities.
- Ability to provide energetic leadership, with ability to develop and execute a vision.
- Excellent communication skills, including active listening and ability to listen and communicate convincingly in written and verbal formats.
- Ability to manage multiple projects in a dynamic, time-sensitive work environment.
- Strong team player
- Commitment to College values
- Basic computer proficiency
- Ability for occasional travel

Preferences are given to candidates who have worked in academic environments.

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____

Date: _____

Approvals:

Division Officer: _____

Date: _____

Immediate Supervisor: _____

Date: _____

President/Provost: _____

Date: _____