

JOB DESCRIPTION:	Faculty Professional Development Director		
DEPARTMENT:	Academic Affairs		
REPORT TO:	Associate Vice President of Academic Affairs		
TERM LENGTH:	Upon Vacancy	FLSA STATUS:	Exempt
COMPENSATION:	\$8,000 (annual) + 3 credit hour course release	DATE APPROVED:	07-JUL-2025
		DATE MODIFIED:	NEW

SUMMARY: The Faculty Professional Development Director supports faculty growth by coordinating development opportunities, managing funding requests, planning events and orientations, and maintaining communication and resources. This part-time faculty role collaborates with Academic Affairs and campus partners to coordinate access to professional development opportunities for faculty and to enhance teaching, scholarship, and engagement through strategic programming and effective budget oversight.

KEY RESPONSIBILITIES:

The Faculty Professional Development Director:

1. Organizes and coordinates on-campus and virtual professional development activities for faculty (e.g., roundtables, workshops, panels).
2. Educates faculty on available internal and external professional development opportunities.
3. Collaborates with the University's staff professional development team to ensure alignment and resource sharing.
4. Plans and facilitates new faculty orientation sessions in coordination with Academic Affairs and relevant departments.
5. Shares relevant information and promotes engagement through Faculty General Assembly and other communication channels.
6. Maintains updated professional development resources on the University website.
7. Monitors and manages the faculty professional development budget in consultation with the Associate Vice President of Academic Affairs.
8. Provides regular updates on expenditures and projections.
9. Manages the application process for faculty development requests, ensuring submissions are complete and compliant with guidelines.
10. Compiles and forwards application packets to Academic Affairs for review and funding decisions.
11. Recommends improvements to application and review processes as needed.
12. Prepares annual and ad hoc reports on professional development activities, outcomes, and budget status.
13. Meets regularly with Academic Affairs leadership to provide updates and respond to requests.
14. Supports Academic Affairs in additional tasks related to faculty development, as needed and appropriate to the part-time scope of the role.

REQUIREMENTS:

1. **Education /Background:** Must be a current faculty member with demonstrated expertise in relationship building, collaboration, and faculty engagement. Strong organizational, communication, and project management skills are essential. Experience planning events, facilitating professional development, and working across departments is preferred. Familiarity with academic policies and budgeting processes is beneficial.
2. **Job Knowledge:** The Faculty Professional Development Director must have a strong

understanding of WNMU's mission, faculty roles, and academic environment. This role requires knowledge of professional development best practices, adult learning principles, and university policies related to faculty support and advancement. The ideal candidate will demonstrate skill in event planning, budget management, and process improvement. The director must be able to manage professional development funds, prepare accurate reports, and respond effectively to data and information requests related to faculty development. Familiarity with shared governance, faculty evaluation, and institutional priorities is important, along with the ability to build collaborative relationships and promote an inclusive, supportive academic culture.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)