



Position Title: Department Head of Education and Director of QEP.

Reports To: Division Head & V.P. of Academic Affairs

Classification: Exempt

WC Code: 8868

Position Type: Third Level Administrator

Florida National University contributes to the education of a diverse student body within the community it serves. FNU employs and develops a faculty of scholars proficient in the art of teaching. We strive to prepare students for employment in their chosen careers through quality education and instruction.

Major Responsibilities: The major responsibility of a department head at Florida National University is to provide guidance to all instructors in the implementation of class policies and procedures. It is also the responsibility of the department head to evaluate the faculty and the academic programs within the department.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

1. Evaluate undergraduate instruction (academic programs).
2. Evaluate faculty performance.
3. Ensure the assessment of students learning outcomes, per course and per program.
4. Communicates necessary input to; the administration concerning instructor evaluations, program structure and content evaluation, instructor recommendations and comments.
5. Ensure the assessment of learning outcomes per course and per program.
6. Oversees the carrying out of directives of the various offices of the University concerning the fields of instruction of the instructors of the Department, the management and organization of the department, its programs, and courses.
7. Aid and advise instructors in the proper fulfillment of their profession.
8. Hold departmental meetings with the faculty.

9. Attends to and helps to solve problems of the classroom such as: premature student class departure, student late arrival, instructor class dismissal, as well as instructor classroom attitudes, activities, and oversights.
10. Represents his/her department when necessary and appropriate.
11. Coordinates and articulates the curriculum of the department on the three campuses.
12. Continuously oversee actions for improvements at campus level sited in the Department Head's Planning, Assessment, and Implementation Form.
13. Oversee compliance with licensing and accrediting organizations.

Specific Roles and Expectations of the Director of QEP Role:

1. Research and evaluate emerging learning technologies as they apply instruction, participate in strategic planning, recommend, and promote best practices for teaching and learning.
2. Develop, coordinate, and assist in collaborative training for online education cohorts, new faculty orientation, and other instructional professional development programs.
3. Advise and assist faculty in designing online and on-ground courses using instructional technologies and pedagogy, and appropriate integration of the LMS for all courses.
4. Lead and coordinate team support of student-centered pedagogy, faculty learning communities, and provide individual faculty consultation.
5. Facilitate a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
6. Evaluate emerging learning technologies as they apply to instruction, recommend, and promote best practices for teaching and learning.
7. Assist faculty with implementing and assessing instructional methods and technologies to advance quality of instruction.
8. Develop, coordinate, and assist in collaborative training for new faculty orientation and other instructional professional development programs.
9. Develop and maintain a resource library in best practices in teaching, learning, leadership, and curricular assessment.
10. Assist faculty with the development of effective assessment of student learning outcomes.
11. Provide pedagogical expertise in consultation with faculty to advance teaching in each instructional modality.
12. Provide direction in the design, implementation, and assessment of professional development programs designed to assist faculty at all career stages.
13. Support and foster the creation of faculty learning communities.
14. Work collaboratively with all divisions toward improving student learning and development.
15. Support new initiatives and strategic goals in the strategic plan.
16. Develop, deliver, and coordinate professional development opportunities that support effective teaching practices.
17. Promote a campus culture that values and recognizes the importance of teaching excellence and student learning.
18. Lead the program planning, review, and institutional effectiveness efforts for the QEP initiative, including any compliance reporting.
19. Collaborate with student support services and faculty to provide student seminars aimed at meeting the goals of the QEP and improving student learning outcomes.
20. Maintain and update the QEP Faculty Professional Development pod within the Blackboard LMS.
21. Supporting a campus climate promotes diversity and inclusion.

Education / Experience Requirements:

- Doctorate in Curriculum Design, Professional Development, Online Education, Education, Educational Leadership, or a related field from an accredited institution.
- 3+ years of academic leadership experience in higher education.
- At minimum five years of experience as an instructional faculty member in higher education, including online instruction.
- Experience designing online, on-ground, and hybrid curriculum.
- Proficient in curriculum design, evaluation, instruction, program administration and academic advising.

Skills:

- Management – communicating with and facilitating discussions among a diverse range of highly educated professionals across a variety of disciplines.
- Goal setting – setting reasonable, yet high targets, and creating a plan for attaining those targets.
- Planning – organizing and prioritizing the needs and goals of a program.
- Team player with strong work ethic who takes initiative.
- Outstanding communication, public speaking, and presentation skills.
- Ability to meet deadlines without sacrificing quality.
- Ability to work in a fast-paced environment with competing priorities.
- Strong communication and interpersonal skills, collaborative work style.
- Solution-focused with strong problem-solving and conflict resolution skills.
- Student-centered approach; balances team and individual responsibilities.
- Computer proficiency, including Microsoft Office, Outlook and basic database applications.
- Ability to be present and on the job during all periods deemed critical by management.

Job Type

Full-time

Work Location: In person.

Benefits:

- Health insurance (medical, dental, vision, Life insurance)
- Paid Time Off
- Tuition waiver
- Educational Assistance
- 401(k)
- 401(k) matching

Schedule

Monday to Friday

Variable: Day shift & Evening shift

Working Conditions

General office working conditions. The noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Note: The use of computers and University resources is limited to school business purposes. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities always required for this position in each Campus. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>