Metro College Success Program

Graduation with Equity and Excellence

Associate Director of Curriculum and Faculty Development

Location: On Campus
Full/Part Time: Full-Time
Regular/Temporary: Regular
Working Title: Associate Director of Curriculum and Faculty Development
Department: Metro College Success Program
Appointment Type: 12-month faculty appointment
Time Base: 1.00 (includes .20 time base for teaching 1 course each semester)
Work Schedule: Monday through Fridays 9 am-6pm
Anticipated Hiring Range: $70,000-$75,000

Metro is an innovative model that has been successful in increasing college completion among low-income, under-represented, and first-generation students at SF State. The mission of Metro is to increase equity and excellence in college completion through engaging, supportive, rigorous, and socially-relevant education. Metro helps students accelerate their academic development during the first two years of college by establishing a long-duration learning community in which students work as a cohort in two linked general education (GE) courses per semester over four semesters. Metro students receive one-on-one support from a faculty academy coordinator and have individual education plans worked out with an academic counselor who follows the students over time.

In addition to supporting students, the program includes a Faculty Learning Community (FLC) for instructors teaching with the program. The faculty community is a multi-disciplinary and cross-institutional group that includes faculty from diverse departments e.g., Math, English, Ethnic Studies, Health Education, Child Development, as well as faculty from the university’s lead transfer partner, City College of San Francisco. Faculty members who teach with Metro participate in an institute as well as ongoing workshops, and also receive one on one support from the FLC leadership team.

Metro is searching for a full-time staff person to advance curriculum work and to support the Director of Curriculum and Faculty Development at SF State. This position is a twelve-month faculty position with teaching responsibilities during the academic year and leadership of summer curricular work as well as intensive training summer institutes. The appointment can begin in the summer of 2018.

Position Summary:
The Associate Director of Curriculum and Faculty Development will play a key leadership role in supporting faculty of the Metro College Success Program. This individual will work closely with the Director of Metro Curriculum and Faculty Development charged with overseeing the curriculum and faculty components at San Francisco State University.
Duties Include:

- Teach one course per semester in the Metro program.
- Work with the Metro Director to ensure continuity of the Faculty Learning Community through planning and executing trainings/events during the academic year using high-impact educational practices.
- Support the planning, coordination and facilitation of the Metro Faculty Learning Community Summer Institute.
- Infuse curriculum with Metro Essential Elements including “golden four” Student Learning Outcomes (SLOs) and engaged teaching methods in consultation with the Director, Savita Malik.
- Convene and support faculty teams to infuse Metro courses with program curriculum.
- Support the Faculty Development Director with the recruitment of and feedback to Metro faculty.
- Support the Metro FLC team with data collection and analysis, collaboration on video production and organization of all FLC-specific materials using platforms such as iLearn, EAB, Merlot among others.
- Provide individual support to Metro faculty as needed on pedagogy, classroom teaching strategies and curriculum elements.
- Participate fully as a part of the Metro Leadership Team.
- Work with team consultants to integrate special projects (program assessment, etc.) into the larger FLC program work.
- Continue to assist with ongoing curriculum work (certifying courses for general education and integrating changes in institutional policy with regards to curriculum).

Minimum Qualifications:

- Master’s Degree or higher required (in Education, Ethnic Studies, Community Health, Adult Education or other discipline related to furthering excellent teaching and student success).
- Minimum three years of successful teaching and/or training experience.
- Excellent writing and communication skills.
- Exceptional collaborative and team building skills.

Desirable Qualifications:

- Ph.D. or its equivalent preferred, in areas mentioned in minimum qualifications
- Familiarity with culturally responsive, student centered, and asset-based approaches to teaching.
- Understands higher education policies (i.e.: remediation, probation, GE).
- Experience working with faculty in higher education on teaching practices, strategies and pedagogy.
- Experience working with young adults and Metro target communities.

Interested applicants must be committed to social justice issues and educational equity.

**Application Procedure:** To apply, send CV, cover letter, and teaching philosophy statement to Savita Malik, Metro Director of Curriculum & Faculty Development, at smalik@sfsu.edu.