

Office of Faculty and Staff Development
College of Education

Job Description

Updated 8/07

Assistant Dean for Faculty and Staff Development

Purpose: The Assistant Dean for Faculty and Staff Development is responsible for the general well-being and professional growth of the faculty and staff of the College of Education.

Duties:

1. Assist in nurturing faculty and staff in their pursuit of excellence.
2. Advocate for faculty and staff interests.
3. Assist in providing appropriate professional development experiences.
4. Design an induction program for new faculty, assist in mentoring new faculty, and provide training for mentors.
5. Assist faculty and staff in developing/implementing professional development plans.
6. Facilitate opportunities for faculty to improve teaching, participate in meaningful service, and conduct research.
7. Provide technical assistance and support to faculty and staff in preparation for promotion and tenure and other awards as appropriate.
8. Represent the College of Education within the Memphis community and at state, regional and national initiatives that involve issues of faculty development
9. Participate as a member of the Dean's staff in developing, implementing and assessing College initiatives.
10. Maintain an appropriate data base to guide decision-making.
11. Assist in designing and conducting professional development activities for K-12 schools.
12. Engage in selected opportunities for teaching, research, and grant writing.