

## CALL FOR PROPOSALS

### SUNY-Fredonia Professional Development Center

#### PDC ASSOCIATES PROGRAM – 2009

Applications and nominations are invited for five “PDC Associate Program” positions for 2009 (January - December). These positions are designed to promote excellence in teaching, research creative activities, technology, and professional staff and faculty development. Each position comes with a \$1,500 stipend for the year.

#### *About the Professional Development Center*

The SUNY Fredonia Professional Development Center strives to meet the professional development needs of all SUNY Fredonia employees by coordinating and providing educational opportunities for faculty and staff at various stages in their careers, and providing consultation and training opportunities for technology-related issues. The Center's goal is to provide a centralized location for collecting and disseminating information about professional development opportunities taking place on campus and beyond. The Center is committed to fostering a culture in which knowledge and expertise are shared among diverse constituencies and will provide a gathering place in which this dialog can occur.

#### *The PDC Associates Program (PDC-AP)*

The PDC-AP is designed to assist faculty and professional staff in developing a deeper awareness and appreciation of their own professional careers that includes:

- teaching and student learning;
- research and creative activities;
- professional leadership,
- instructional technologies and distance education,
- learning communities, and;
- dissemination of personal discoveries to colleagues.

#### *General Responsibilities*

Each PDC Associate will devote no more than 3-4 hours per week during AY-2009 to the activities listed on page 3 & 4, and/or others agreed upon with the Director of PDC.

### *Qualifications*

- Faculty candidates may be part-time (adjunct), full-time, tenured or tenure-track faculty members with an enthusiasm to share their knowledge and expertise with colleagues.
- Professional staff candidates may either be UUP – Professional/Non-Teaching, PEF – Professional Trades, CSEA ASU - Clerical Staff, or CSEA OSU – Trades Staff and who have an enthusiasm to share their knowledge and expertise with colleagues.

### *Application Process & Dates*

By **November 1, 2008**, applicants must submit:

- Page six of this document (signed by your Department Chair and Dean or Supervisor )
- A current vita or resume
- A letter of interest (1-2 pp) summarizing their qualifications. The letter should include a brief description of the candidate's background and expertise in relation to one of the four positions listed on page 3-5.

You may apply for more than one position but upon selection would be awarded only one position. If you choose to apply for multiple positions, please submit separate applications.

Applications will be reviewed by the Professional Development Center Advisory Board with notifications sent to candidates, their Department Chair and Dean, or Supervisor by late November.

### *Contact and Submission Info*

Inquiries and submissions should be directed to:

“Beez” Lea Ann Schell, Director  
Professional Development Center  
[Beez.schell@fredonia.edu](mailto:Beez.schell@fredonia.edu)

## **PDC Associates Program**

### **Position Descriptions**

#### ***Faculty Associate, Scholarship of Teaching and Learning***

- Work collaboratively with PDC, academic units, administration and others to assist faculty in incorporating principles and practices of effective pedagogy and assessment in all learning situations.
- Identify, showcase, and present at least one workshop/seminar per semester on effective teaching strategies where learning outcomes are evident and educational research is present in the classroom.
- Provide assistance to individual faculty and academic units to strengthen their capacity to assess student learning and to document effective teaching practices (i.e. portfolios)
- Facilitate a learning community comprised of faculty interested in designing, supporting and implementing effective curricula, pedagogies and assessment.
- Participate in Professional Development Center Advisory Board meetings (as ex-officio).
- Participate in campus-wide PDC-sponsored events, particularly where these events involve teaching and learning.
- Meet regularly with the PDC staff and other PDC-Associates.

#### ***Faculty Associate, Research and Creative Activities***

- A faculty member with knowledge of and experience in research, publications, scholarly presentations, and/or creative activities.
- Design and deliver a survey to assess the research “needs” on campus and assist with developing programs to address these needs.
- Serve as a mentor to junior-level faculty in order to help them navigate campus resources with regard to their particular scholarly interests and to encourage cross-disciplinary collaborations.
- Facilitate a learning community comprised of individuals interested in the areas of writing, scholarship, and publishing.
- Identify, showcase, and present at least one workshop/seminar per semester on exemplary research and creative activities.
- Participate in monthly Professional Development Center Advisory Board meetings (as ex-officio).
- Serve as liaison between the PDC and the Office of Sponsored Programs in an effort to assist faculty.
- Participate in campus-wide PDC-sponsored events, particularly where these events involve research and creative activities.
- Meet regularly with the PDC staff and other PDC-Associates.

## *Professional Staff Associate*

- Work collaboratively with PDC, administrative departments, programs, and others to help assess the professional development needs of professional staff.
- Develop/maintain existing programs to assist professional staff in various areas of leadership development.
- Develop/maintain programs to assist professional staff in the areas of basic career-related computer skills.
- Assist with the development and delivery of New Staff Orientation
- Identify, showcase, and present at least one workshop/seminar per semester on a topic relevant to the identified professional staff needs.
- Participate in monthly Professional Development Center Advisory Board meetings (as ex-officio).
- Serve as liaison between the PDC and the administrative departments and programs in an effort to remain responsive to the development needs of professional staff.
- Participate in campus-wide PDC-sponsored events, particularly when these events include professional staff participation
- Meet regularly with the PDC staff and other PDC-Associates.

## *Technologies Associate*

- Work collaboratively with PDC, ITS, administrative departments, programs, and others to help assess the technology needs of faculty and staff.
- Identify, showcase, and present at least one workshop/seminar per semester on a topic relevant to technologies used in a university setting.
- Participate in monthly Professional Development Center Advisory Board meetings (as ex-officio).
- Facilitate a learning community comprised of individuals interested in exploring and implementing various work and/or teaching related technologies.
- Serve as liaison between the PDC and the administrative departments and programs in an effort to remain responsive to the technology needs of faculty and staff.
- Participate in campus-wide PDC-sponsored events, particularly when these involve technology
- Meet regularly with the PDC and other PDC-Associates.

## *Distance Education*

- Assist the PDC with planning and delivering training in the skills necessary for successful online teaching and learning. This includes technical training with ANGEL as well as appropriate online pedagogical strategies and techniques.
- Facilitate a learning community comprised of faculty who currently teach online (100% or hybrid) courses or who are interested in teaching online. This learning community will help to provide direction and feedback with regard to Fredonia's distance education program.
- Identify, recruit, and train faculty whose courses lend well with online instruction
- Explore possible assessment plans for Fredonia's distance education program.
- Participate in monthly Professional Development Center Advisory Board meetings (as ex-officio).
- Serve as liaison between the PDC and the administrative departments and programs in an effort to remain responsive to the development needs of faculty and staff.
- Participate in campus-wide PDC-sponsored events, particularly where these events professional staff participation
- Meet regularly with the PDC staff and other PDC-Associates.

## *Learning Communities Associate*

- Work collaboratively with PDC, administrative departments, programs, and others to help determine the interest level for various learning communities.
- Assist with identifying and orienting the learning community facilitators.
- Assist in the organization, implementation, and assessment of the various learning communities.
- Oversee the progress and process of the learning communities and meet regularly with facilitators.
- Participate in monthly Professional Development Center Advisory Board meetings (as ex-officio).
- Serve as liaison between the PDC and the administrative departments and programs in an effort to remain responsive to the development needs of faculty and staff.
- Participate in campus-wide PDC-sponsored events, particularly where these events professional staff participation
- Meet regularly with the PDC staff and other PDC-Associates.

# PDC Associates Program

## Application

Name:

Department:

Phone:

Email:

Office Location:

Office Hours:

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Faculty Associate position for which you are applying:

\_\_\_ Scholarship of Teaching and Learning

\_\_\_\_\_ Instructional Technologies

\_\_\_ Research and Creative Activities

\_\_\_\_\_ Distance Education

\_\_\_ Professional Staff

\_\_\_\_\_ Learning Communities  
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Submit, via e-mail, this cover page along with:

1. A 1-2 page letter of intent
  - a. What interests you about this particular Associate position?
  - b. What background (knowledge, expertise) do you provide?
  - c. Additional information for the application reviewers
  
2. A current vita or resume

Department Chair Name:

Department Chair Signature: \_\_\_\_\_

Dean Name:

Dean Signature: \_\_\_\_\_

Supervisor Name:

Supervisor Signature: \_\_\_\_\_