

Official Title: Faculty Associate – Learning Support Systems

Pay Schedule: AD-3

Non-Tenure Track

- A. Summary:** a faculty associate-learning support systems (FA-LSS) performs a portion of the non-research faculty duties of another faculty member. These duties can be in the areas of curricular design, learning support system design, and student advisement.
- B. Duties:** Under the supervision of a senior faculty member, a faculty associate has one or more of the following functions as their primary duty:

- 1) Designing or developing curricula
 - a) Conducts research in selected areas and incorporates knowledge into curricula or program design
 - b) Designs and develops portions of curricula
 - c) Develops learning objectives and outcomes at the lesson, course, or program level
 - d) Develops materials that support courses, seminars, directed studies, and capstone activities
 - e) Organizes and manages curricular reviews and program evaluations for internal and external agencies
 - f) Designs and conducts course, curricular and program assessments and evaluations.
- 2) Designing or developing learning support systems
 - a) Develops educational or instructional materials for residential and non-residential students, including multi-media presentations and assessment tools
 - b) Develops implementations of education program management, educational assessment, or academic information technologies or systems.
- 3) In addition,
 - a) Delivers lectures or conduct workshops or seminars on selected topics, as required
 - b) Provides academic advice to students on coursework, thesis work, or curricular option selection and
- 4) Performing other duties commonly understood to be faculty duties, as required.

C. Scope of duties: faculty associates work with senior faculty members who supervise and guide the overall faculty effort. Faculty associates may engage with students who are located at duty stations across the world as well as at Monterey.

D. Qualifications:

- An earned graduate degree in a discipline that supports the departmental needs;
- Demonstrated knowledge of instructional design and delivery and/or learning support systems; and
- Demonstrated ability to work with students.