

Official Title: Faculty Associate Education
Pay Schedule: AD-3

Position Description: F0039
Non-Tenure Track

- A. **Summary:** A Faculty Associate - Education (FA-E3) performs a portion of the education duties of another faculty member. These duties include scholarly investigation to support education programs, design and development of curricula or course material, design and development of evaluation and learning support systems, and academic-related advisement and administration.
- B. **Duties:** Under the supervision of a faculty member, a FA-E3 has one or more of the following functions as their primary duty:
- 1) Designing or developing curricula
 - a) Reviews, organizes, and manages program, curriculum and course evaluations and assessments to assist faculty in determining education effectiveness
 - b) Designs and develops portions of curricula. Develops materials that support courses, seminars, directed studies, and capstone activities
 - c) Conducts primary and secondary research, analyzes and synthesizes research findings, and prepares analyses and reports aimed at improving program effectiveness, utilization of resources, and management of academic programs.
 - 2) Designing or developing learning support systems
 - a) Develops implementations of education program management, educational assessment, or academic information technologies or systems.
 - b) Designs or develops information systems or processes used in the analysis, reporting or support of academic programs and education program management.
 - 3) Reviewing and assessing curricula and program design
 - a) Develops and manages program, curriculum and course evaluations and assessments for internal and external agencies.
 - b) Conducts analytical assessments of NPS's faculty, academic operations and academic programs to inform NPS executive/managerial decision making processes
 - 4) Providing academic advice
 - a) Provides academic advice to students on curricular program and coursework.
 - b) Provides academic advice, service, or consultation to Naval and Defense activities and to the larger academic community, as required, and
 - 5) Performs other duties commonly understood to be faculty duties, as required.
- C. **Scope of Duties:** The Faculty Associate – Education (AD3) works with senior faculty and academic administration who supervise and guide the overall education effort.
- D. **Qualifications:**
- An earned graduate degree in a discipline that supports the departmental needs;
 - Demonstrated knowledge and understanding of curriculum development, pedagogical practices and academic assessment processes; and
 - Demonstrated knowledge of analytical and evaluative methods; and
 - Demonstrated knowledge of instructional and/or learning support systems.
- E. **Special Requirements:** Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum.