

Position Description: Faculty Associate - Education
Pay Schedule: AD-05

Position Description: F0040

Non-Tenure Track

- A. **Summary:** A Faculty Associate - Education (FA-E5) assists a dean or department chair in the management and governance of an academic program(s). These duties include scholarly investigation of education and pedagogy, education program management, providing external disciplinary expertise, and academic administration. As an AD-5, the incumbent supervises other faculty associates or team members.
- B. **Duties:** A Faculty Associate – Education (FA-E5) has one or more of the following primary duties:
- 1) Managing and governing educational program(s) and associated students
 - a) Manages academic operations of department education program(s).
 - b) Manages the academic assignments of faculty as required, exercising academic judgment to match faculty with available teaching.
 - c) Manages faculty teaching expertise and matches faculty to appropriate course assignment. Constructs and coordinates the department education plan.
 - d) Works with department Associate Chairs (Instruction, Operations, Research) to coordinate and align efforts with the guidance of the Chair/Dean
 - e) Supports in the program management of tuition-based curricula and department resources, assessing and managing the financial and business risk of program operations.
 - f) Designs and develops portions of curricula. Develops materials that support courses, seminars, directed studies, and capstone activities
 - 2) Designing or developing learning support systems
 - a) Designs, develops and implements systems or processes used in the analysis and review of academic programs and operations, and in education program management.
 - 3) Reviewing and assessing curricula and program design
 - a) Develops and manages program, curriculum and course reviews, evaluations and assessments to assure the educational effectiveness of the school or department academic program(s).
 - 4) Providing academic advice
 - a) Provides academic advice to school and department administration and faculty on the department's education programs.
 - 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:** FA-E5 works independently under the broad direction of a department Chair or Dean in the daily management of department or school programs. The FA-E5 may engage with faculty, administration and students, located at Monterey and at duty stations across the world.
- D. **Qualifications:**
- A graduate degree in a discipline that supports the needs of the department or school;
 - Broad experience (typically five years or more) with progressively responsible work within an academic environment;
 - Demonstrated excellence in communication and interpersonal skills; and
 - Expert knowledge of, and experience with, the development, delivery, oversight, review, assessment or management of academic programs, as well as familiarity with NPS and DoD.
- E. **Special Requirements:** Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum.