The University of Washington (UW) is proud to be one of the nation’s premier educational and research institutions. UW Continuum College (UWC²), the continuing education branch of the University of Washington, has been building bridges between the UW and communities across the globe since 1912.

International Specialized Programs, a unit within UWC², has an outstanding teaching opportunity for one Part-Time Instructor within a new customized, non-credit education program. Class sessions will meet in classrooms on the UW Seattle campus (refer to attached schedule for specific days and times).

*Note: this course will include two instructor-led site visits to other higher education institutions in the Seattle area.

Position Titles: Customized Program Lecturer and Curriculum Developer, Part-Time

Appointment Period: Autumn quarter 2019 (program dates are December 10 – 19)

Eligibility: Open

Closing Date: Priority application deadline is September 9, 2019. Position will remain open until filled.

This part-time lecturer will teach for a non-credit higher education leadership program from December 10-19, 2019. The program curriculum will begin with an introduction to higher education in the United States and then cover the following topics as they pertain to higher education:

- management, leadership, and strategic approaches;
- innovation;
- assessment and evaluation; and
- educational reform

Participants selected for this program will include up to 12 administrators, deans, and/or faculty with administrative roles at a Chinese university. They will have mixed levels of English language proficiency, and one participant in the cohort has been designated as a translator.

The lecturer position includes 36 UW class hours, including two educational site visits (approximately 6-8 hours) to other higher education institutions in the Seattle area. Refer to program schedule included below for details.

Lecturer Commitment and Responsibilities:

- Deliver 36 total hours of in-person instruction using specific course curriculum (see ‘Curriculum Developer’ section below), plus spend additional time outside of class for preparation, transportation to/from site visit locations, correspondence with program participants (as needed), and evaluation/feedback to participants on assignments
- Coordinate with UW program director on arrangements for course materials and resources
- Lead program participants during the two educational site visits
• Adjust instructional strategies and activities as necessary based on participants’ signals and feedback to maximize engagement and learning (using an adaptive approach to learning)
• Communicate promptly with program director about participants’ attendance and performance, including any classroom issues or concerns
• Provide performance reports for participants to UW program director on Thursday, December 19
• Attend all required program planning meetings (to be scheduled)
• Attend program closing event on Thursday, December 19, 2019 at 2:00pm
• Submit typed debrief responses to program director on or before December 23, 2019

Curriculum Developer Responsibilities:
• Develop course learning objectives and curriculum in alignment with program specifications
• Adjust curriculum to incorporate feedback from UWC²
• Select and arrange details for educational site visits to two (additional) higher education institutions in Seattle, such as Seattle University and Seattle Pacific University
• Provide UWC² program director with complete written curriculum prior to start of program and submit all curriculum modifications promptly upon conclusion of program
• Curriculum deliverables must include:
  ▪ Syllabus template
  ▪ Curriculum page
  ▪ Course calendar
  ▪ Daily lesson plans
  ▪ Course materials
  ▪ Assessment rubric
  ▪ Instructor course guide

Required Qualifications:
• Completed MA, MBA, MS, PhD or PhD in progress with degree related to higher education leadership
• Eligible to work in the United States (UW does not sponsor work visas)
• Excellent organizational and decision-making skills
• Excellent oral and written communication skills

Additional Desired Qualifications
• Teaching experience, including leading educational site visits
• Experience working/interacting with students from non-U.S. cultures
• Professional experience in the field of Education

Send application materials to the Position Selection Committee at ISPinfo@uw.edu with the words Higher Ed Leadership Program (Dec 2019) in the subject line of your email. Electronic applications must include:
• Cover letter outlining your interest in pursuing this position
• Current resume or curriculum vitae

No phone calls will be accepted.

The University is an affirmative action, equal opportunity employer. To build on a culturally diverse faculty and staff we strongly encourage applications from women, minorities, individuals with disabilities and covered veterans.

Thank you for your interest in this position.
# 2019 Higher Education Leadership Program Schedule

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>MORNING ACTIVITY</th>
<th>AFTERNOON ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUE</td>
<td>12/10</td>
<td>9:00 – 10:30 Welcome &amp; Program Orientation</td>
<td>12:30 – 14:00 FREE for lunch break on campus at Husky Union Building (HUB)</td>
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<tr>
<td></td>
<td></td>
<td>10:30 – 12:30 UW Campus Tour and Obtain Husky Cards</td>
<td>14:00 – 16:00 Introduction to Higher Education in the United States</td>
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<tr>
<td>WED</td>
<td>12/11</td>
<td>9:00 – 11:30 Introduction to Higher Education in the United States</td>
<td>13:00 – 16:00 Site visit to Seattle Pacific University (subject to confirmation)</td>
</tr>
<tr>
<td>THU</td>
<td>12/12</td>
<td>9:00 – 11:30 Introduction to Higher Education in the United States</td>
<td>13:00 – 16:00 Site visit to Seattle University (subject to confirmation)</td>
</tr>
<tr>
<td>FRI</td>
<td>12/13</td>
<td>9:00 – 11:30 Management, Leadership, and Strategic Approaches to Higher Education</td>
<td>13:00 – 16:00 Management, Leadership, and Strategic Approaches to Higher Education</td>
</tr>
<tr>
<td>SAT</td>
<td>12/14</td>
<td>FREE</td>
<td></td>
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<tr>
<td>SUN</td>
<td>12/15</td>
<td>FREE</td>
<td></td>
</tr>
<tr>
<td>MON</td>
<td>12/16</td>
<td>9:30 – 11:30 Innovation in Higher Education</td>
<td>13:00 – 16:00 Innovation in Higher Education</td>
</tr>
<tr>
<td>TUE</td>
<td>12/17</td>
<td>9:30 – 11:30 Assessment and Evaluation in Higher Education</td>
<td>13:00 – 16:00 Assessment and Evaluation in Higher Education</td>
</tr>
<tr>
<td>WED</td>
<td>12/18</td>
<td>9:30 – 11:30 Educational Reform</td>
<td>13:00 – 16:00 Educational Reform</td>
</tr>
<tr>
<td>THU</td>
<td>12/19</td>
<td>9:30 – 12:00 Educational Reform</td>
<td>13:30 – 14:00 Program Assessment</td>
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<td></td>
<td></td>
<td></td>
<td>14:00 – 14:30 Closing Ceremony</td>
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