

### JOB DESCRIPTION

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. UW Continuum College (UWC<sup>2</sup>), 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 UWC<sup>2</sup>, 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.*

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<b>Position Titles:</b>	Customized Program Lecturer and Curriculum Developer, Part-Time
<b>Appointment Period:</b>	Autumn quarter 2019 (program dates are December 10 – 19)
<b>Eligibility:</b>	Open
<b>Closing Date:</b>	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 UWC<sup>2</sup>
- 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 UWC<sup>2</sup> 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

### **APPLY TO TEACH**

Send application materials to the Position Selection Committee at [ISPinfo@uw.edu](mailto: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.

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## 2019 Higher Education Leadership Program Schedule

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