

UNION PRESBYTERIAN SEMINARY

Mission Statement

Union Presbyterian Seminary equips people in the ways of Jesus to witness, teach, and live into the movement of God's Reign through their ministry in the church and world—a sacred vocation that requires deep learning, commitment to service, and an ability to read cultures and circumstances in the light of the rich resources of Scripture and theological tradition.

Position Description Instructional Designer

Union Presbyterian Seminary (UPSem) invites applications and nominations for an **Instructional Designer**. The physical location of this position will be on the Richmond or Charlotte campus and is negotiable. Wherever located, the incumbent in this position will serve instructional design needs on both campuses and therefore will travel to the campus where the position is not located.

This is a full-time, non-tenure track faculty position with primary responsibility in administration, with year-round responsibilities. The person appointed to this position will be assigned a faculty rank commensurate with their background and qualifications for this position, and will report to the VP for Academic Affairs and Academic Dean (Richmond campus).

The person serving in this position will have experience and competence in educational design, with advanced knowledge of software programs that support teaching and learning. This person will be an expert in Blackboard and other learning management systems, and in other applications that will be core technologies for our faculty. This person will have experience teaching in higher education, ideally in a seminary or divinity school. This person will anticipate and look for future technologies as UPSem lives into its Strategic Plan, consulting with external experts and networks to broaden their base of knowledge, and work creatively and progressively with learning modalities (a) to initiate closer course integration and a nimble faculty crossover between the Richmond and Charlotte campuses; (b) to initiate alternative teaching methods, particularly those utilizing technology, to expand and diversify educational offerings; and (c) to expand the reach of the Seminary and its Faculty beyond the physical campuses through distance technologies.

The Instructional Designer will have a key role in assisting the VP for Academic Affairs, the Office of Institutional Effectiveness, and the Faculty with the assessment of whether distance education courses and programs are coherent, cohesive, and comparable in academic rigor to courses and programs offered in traditional instructional formats. In addition, the Instructional Designer will have a key role in supporting and documenting faculty development opportunities for instructors responsible for delivering online learning curricula and evaluating students' success in achieving online learning goals, according to the Council of Regional Accreditation Commission's Guidelines for the Evaluation of Distance Education.

The Instructional Designer will serve as the director of a newly re-formed Program for Excellence in Teaching and Learning. In addition to supporting individual members of the faculty in course design that employs educational technologies, the incumbent in this position will offer small group training opportunities for faculty members designing and offering an online course for the first time. To broaden and deepen our capacity for teaching with technology, this person will work with the VP for Academic

Affairs to identify and invite resource people from other institutions to lead faculty development events on a biennial basis on the educational design and the use of technology in teaching.

Given the administrative responsibilities of this position, particular skills are needed in areas such as strategic program planning and budget development. The Instructional Designer must have excellent spoken and written communication skills; the ability to take initiative, manage time and multiple tasks effectively; and the capacity to work creatively and collegially with others in the development and coordination of new initiatives. New initiatives, for example, are likely to emerge in collaboration with the Instructional Services Librarian and the myriad of resources available through the Library's Instructional Resource Center.

Over time, there may be an opportunity for the Instructional Designer to teach one course per year in their discipline. This possibility will both keep them engaged as a teacher in the classroom and enrich our curricular offerings. Given these instructional opportunities, the incumbent must hold a doctoral degree, ordinarily a Ph.D. or its equivalent and preferably in a theological discipline that qualifies them to teach in a master's degree program at UPSem.

Union Presbyterian Seminary is a graduate educational institution of the Presbyterian Church (USA) and an EO/AA employer committed to increasing the gender, racial-ethnic, and international and cultural diversity in its faculty and student body. Therefore, candidates of underrepresented groups are especially encouraged to apply as the seminary strives to increase the diversity of its faculty to achieve its strategic goals.

Letters of application, including a curriculum vitae and the names and contact information of three references, should be addressed to Ken McFayden, Vice President for Academic Affairs and Academic Dean, Richmond Campus, Union Presbyterian Seminary, 3401 Brook Road, Richmond, Virginia 23227, staylor@upsem.edu. Review of applications will begin on October 15, 2021, and will continue until the position is filled.