

Texas A&M International University

Position Description

The Position Description is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name: Rosemary
Employee Last Name: Plank

Classification Details

Position Title: Director of the Professional Resource Opportunities for Faculty (PROF) Center
EEO Category: 2 - Faculty
FLSA Status: E
Pay Grade: non-classified
Title Code: 7607
Job Category: Faculty

Position Details

Employee Name: Plank, Rosemary

POSITION DETAILS

Working Title: Director of PROF Center
Department: Provost & VPAA (PROF Center)

Summary of Job Duties: Responsible for providing leadership and administrative services and support to facilitate the enrichment and promotion of excellence in teaching and learning across the disciplines at TAMIU. Report to the Associate Provost. Oversee, develop, implement, and coordinate the services, activities, and goals of the Professional Resource Opportunities for Faculty (PROF) Center, including orientation new faculty; support and training for graduate teaching assistants to effectively assume teaching responsibilities; integration of instruction and assessment; development and implementation of mentoring programs and peer evaluation for teaching; setting standards for teaching and the evaluation of teaching; and coordination and interaction among teaching faculty and various support areas (OIT, Killam Library, etc.) Work with other TAMIU departments to provide faculty with technological and pedagogical resources to facilitate their teaching and enhance student learning. Hold orientations and training sessions for new faculty. Work closely with the PROF Center Advisory Committee, composed of faculty representing all the disciplines at the University, to provide guidance and logistical support to realize the goals of the PROF Center. Teach one class each semester in area of expertise. Apply for relevant

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grants. Conduct workshops relevant to the goals of the PROF Center. Perform other related duties as assigned.

Duration of Position: Budgeted

If temporary, enter date position will end. Or, if subject to funding and/or need, check box:

Office Location: KL 315B

PIN: L01419

Job Type: Full-Time

If part-time, please list hours per week:

Titles and number of employees supervised by this position: 1-Staff Assistant

Hiring Supervisor: Lira, Juan

Title of Hiring Supervisor: Regents Professor/Associate Provost

Extension of Hiring Supervisor: 2601

Evaluating Supervisor: Lira, Juan

What is the name of the employee who last held this position? N/A

Why did the employee leave the position? N/A

BUDGET INFORMATION

ADLOC #: 16-120012

Paying Account #: 121230

Percent Effort: 91.94

ADLOC #: 16-120012

Paying Account #: 155003

Percent Effort: 8.06

ADLOC #:

Paying Account #:

Percent Effort:

ADLOC #:

Paying Account #:

Percent Effort:

REQUIRED QUALIFICATIONS

Qualifications required in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant. Please include required Education, Experience, Licenses, Certifications, Registrations, and Computer Skills.

Required Qualifications:

- Earned Ph.D. in a discipline taught at TAMIU and be eligible for an appointment as a tenured associate professor.
- Experience in a teaching-learning environment in higher education.

Knowledge, Skills, and Abilities:

Must possess effective communication, collaborative, and organizational skills. Must possess a strong record of excellence in teaching. Must possess familiarity with the use of technological and pedagogical resources to facilitate and enhance teaching, learning, and assessment experiences.

Other Information:

- Position is a 12-month appointment.
- Completed employment application must include a letter of application; CV; names and contact information of three professional references; statement of teaching philosophy; and a portfolio including materials relevant to the objectives of the PROF Center.

Security-Sensitive Designation:

All TAMIU positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent on the results of the criminal history investigation.

PREFERRED QUALIFICATIONS

You may include preferred Education, Experience, Licenses, Certifications, Registrations, Computer Skills, Special Knowledge, Skills, and Abilities, and Other Information.

Preferred Qualifications:

N/A

POSITION JUSTIFICATION

If new position, reclassification, or other change, please explain briefly, provide justification, and indicate where additional funds, if necessary, will come from.

Updating PD because title was changed from Director of the CATL to Director of the PROF Center. Also, one of the required qualifications was revised to be "eligible for an appointment as a tenured associate professor." Previous JVN #08012 Director of the CATL was closed. A new JVN #09059 Director of the PROF Center was opened.

Start Date:

11/02/2009

Job Duties

Percent of Time Total (must add up to 100%): **100**

8 Records

Percent of Time

Specific Essential Duty

45

Oversee, develop, implement, and coordinate the services, activities, and goals of the Professional Resource Opportunities for Faculty (PROF) Center, including orientation new faculty; support and training for graduate teaching assistants to effectively assume teaching responsibilities; integration of instruction and assessment; development and implementation of mentoring programs and peer evaluation for teaching; setting standards for teaching and the evaluation of teaching; and coordination and interaction among teaching faculty and various support areas (OIT, Killam Library, etc.)

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Work with other TAMIU departments to provide faculty with technological and pedagogical resources to

facilitate their teaching and enhance student learning.

10 Hold orientations and training sessions for new faculty.

10 Work closely with the PROF Center Advisory Committee, composed of faculty representing all the disciplines at the University, to provide guidance and logistical support to realize the goals of the PROF Center.

5 Teach one class each semester in area of expertise.

5 Apply for relevant grants.

5 Conduct workshops relevant to the goals of the PROF Center.

5 Perform other related duties as assigned.

FLSA Exemption Information

1. Do the employee's primary duties consist of the management of a customarily recognized department or subdivision thereof? Yes

If yes, enter percent of time:

2. Does the employee customarily and regularly direct the work of two or more other employees of the organization? No

3. Does the employee perform responsible office or non-manual work directly related to management policies or general business operations of your employer? Yes

4. Does the employee perform responsible work that is directly related to the academic instruction or training carried on in the administration of an educational establishment? Yes

If yes, enter percent of time:

5. Does the employee customarily and regularly exercise discretion and independent judgment and have the authority to make important decisions? Yes

If yes, enter percent of time:

6. Does the employee's work require knowledge of an advanced type in a field of science or learning, customarily acquired by a prolonged course of specialized intellectual instruction and study? Yes

7. Is the employee's work original and creative in character in a recognized field of artistic endeavor, the results of which depend primarily on his or her invention, imagination, or talent? No