

## **Application Information for Equitable Evaluation and Assessment Instructor in SUNY Inclusive Teaching and Learning Certificate Program**

The SUNY Center for Professional Development is looking for an instructor to teach the Equitable Evaluation and Assessment course in the online asynchronous Inclusive Teaching and Learning Certificate Program ([suny.edu/itlcert](https://suny.edu/itlcert)). Those interested should take the following into consideration:

- The instructor is expected to teach the course at least once a year. In 2025, the course will be offered July 1 – August 4. Applications from co-instructors will be considered. Compensation for instructors is \$1,750 (split in half if there are two instructors).
- The instructor will also be asked to refresh the course content and assignments to better align them with the course and program learning objectives. Compensation for this work will be \$875 (split in half if there are two instructors). The CPD owns the course after it is developed (course design is “work for hire”).
- This is a non-credit professional development online asynchronous course delivered in Brightspace for staff and faculty in higher education. The instructor’s primary role is to facilitate professional learning rather than lecture or deliver content. Instructors clarify assignments, answer questions, engage in the discussion forums, facilitate peer reviews of work, and provide feedback on assignments. Instructors also determine whether course participants earn a course completion badge.
- Courses are capped at 20 participants, but average enrollment is closer to 10 per course. There needs to be at least six registered for the course to “make.” The weekly time commitment for instructors and students is about 3-5 hours per week.
- While we will consider applications from those outside SUNY, faculty and staff in the SUNY System will be given priority.

To apply, email the following to [chris.price@suny.edu](mailto:chris.price@suny.edu) no later than Monday, February 3, 2025:

- Summary of your background in teaching about equitable evaluation and assessment of student learning (required).
- Summary of your experience delivering professional development programs to faculty and staff in higher education – either face-to-face or online (preferred).
- Resume/CV