

Job Description

1. General Details

Job Code	
Job Title	Program Director, Teaching and Learning (Assignment)
Reporting Line	Assistant Dean for Faculty Affairs, College of Medicine and Health Sciences (CMHS)
Department	College of Medicine and Health Sciences

2. Job Purpose

Reporting to the Assistant Dean for Faculty Affairs, the Program Director, Teaching and Learning at Khalifa University's College of Medicine and Health Sciences (CMHS) supports the Assistant Dean in providing administrative leadership and policy development and implementation for medical faculty with a focus on improving the teaching and learning expertise of the faculty

3. Key Roles & Responsibilities

Operational Responsibilities

- Works with the Dean, Associate Deans and faculty to plan, develop, implement, assess and improve courses, programs and services that support the College's missions as they relate to the professional development of faculty educators
- Ensures the activities of the office are in alignment with accreditation guidelines
- Participates in onboarding processes to prepare faculty for their role as teachers
- Oversees all programs and services offered by the Office of Teaching and Learning
- Designs, implements and evaluates programs that promote and support faculty teaching and learning excellence
- Develops, acquires and provides resources, ideas and best practices for teaching methods
- Participates in education program assessment
- Provides teaching consultations
- Participates in student feedback sessions to evaluate effectiveness of faculty teaching
- Provides instructional design support to course directors and strand leaders
- Coordinates functions with the educational learning lab
- Works with the Dean, Associate Deans and Khalifa University's Office of Research Support to promote and support research activities
- Provides information or prepares reports as and when needed.
- Performs other tasks as assigned by the Assistant Dean
- Adhere to the University's information security and confidentiality policies and procedures, and report breaches or other security risks accordingly.

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- Coordinate with other departments to facilitate the accomplishment of tasks and responsibilities, as and when needed.
- Perform any other tasks assigned by the Line Manager.

Supervisory Responsibilities

- N/A

4. Qualifications & Experience

Qualifications

Required Qualifications

- MD and/or PhD in a relevant field
- Qualified for faculty appointment at the rank of Assistant Professor or higher
- Prior leadership role in educating faculty

Preferred Qualifications

- Prior leadership in an office of teaching and learning
- Demonstrable accomplishments in teaching, research, healthcare delivery, and/or service at a level commensurate of Assistant Professor or above.

Experience

Required Experiences

- Strong record reflecting excellence in education, clinical practice, research, and or administration.
- Proven management experience, requisite expertise in working collaboratively with faculty members and medicine professionals, strong interpersonal skills, and a thorough understanding of university structure and culture are essential.
- Demonstrable ethical behavior, professionalism, interpersonal skills, leadership and management abilities that are sufficient to effectively direct and develop staff and students.

Preferred Experiences

- *Five or more years of experience* in medical education
- Familiarity or experience with an education institution in the Middle East.