



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 & Charlotte Campus Library Director

Union Presbyterian Seminary (UPSem) invites applications and nominations for an **Instructional Designer & Charlotte Campus Library Director**. While the physical location of this position will be on the Charlotte campus, the incumbent in this position will serve instructional design needs on both campuses and therefore will travel to the Richmond campus when necessary.

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, will work closely with the Seminary Librarian, and will report to the VP for Academic Affairs and Academic Dean.

The person serving in this position will be instrumental in leading the Seminary in designing, implementing, and assessing hybrid and online course delivery with a view to achieving consistency in educational quality and experience for learners. The individual will, therefore, have experience and competence in educational technology and design, with advanced knowledge of software programs that support teaching and learning. This person will be an expert in learning management systems, and in other applications that will be core technologies for our faculty, and be able to instruct both faculty and students in the use of technology-based learning tools. This person ideally will have experience teaching in higher education, preferably 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 nimbler 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.

Some duties that may be required in this position include:

- 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.
- 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.

- Offering small group training opportunities for faculty members designing and offering an online course for the first time.

In addition, the person serving in this position will direct the Charlotte campus library, overseeing the resources, services, and personnel of the Union Presbyterian Seminary Library on the Charlotte campus. They will work closely with the Vice President for Administration and Dean of Students (Charlotte) for campus administration and the Seminary Librarian (Richmond) on matters of Library administration. The Charlotte library is typically open 8:30-5:00 Tuesday through Saturday.

Because the position includes oversight of the Charlotte library, the person in this position must possess the necessary qualifications to fulfill library responsibilities. Ordinarily, an MLIS/MLS degree offers academic credentials and demonstrates the qualification for this position. In some circumstances, equivalent experience may demonstrate that the person is qualified for this position and, in particular, library-related duties that include:

- Participating in the development, planning, implementation, management, and assessment of the following Library services in the areas of collection management, access, and development, as well as reference and instructional services and physical library maintenance and safety.
- Recommending hires, supervising library staff in Charlotte and planning for their professional development.
- Working with the Seminary Librarian on budget planning for the Charlotte campus library.
- Working with the Seminary Librarian and library staff in Richmond to coordinate library procedures and services.
- Assuming other duties as assigned.

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, Union Presbyterian Seminary, 3401 Brook Road, Richmond, Virginia 23227, nsmith@upsem.edu. Review of applications will begin on February 15, 2024, and will continue until the position is filled.