

**Manager, Faculty Development
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=259535>

Downloaded On: Jul. 11, 2025 12:36am

Posted Jul. 10, 2025, set to expire Nov. 29, 2025

Job Title Manager, Faculty Development
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Jul. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Manager, Faculty Development

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Manager, Faculty Development

Job Description Summary:

The Manager of Faculty Development leads the strategic design and execution of initiatives that support effective teaching and professional growth for faculty across the College. Reporting to the Dean of Faculty Development & Evaluation, this role advances a culture of teaching excellence by coordinating development opportunities, overseeing faculty mentoring programs, and encouraging cross-departmental collaboration. The Manager of Faculty Development plays a key role in supporting faculty success through orientation, programming, and innovation grounded in andragogy, inclusivity, and instructional best practices.

Job Description:

Description of Duties and Tasks

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- Supervise, coach, and support personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hiring and termination personnel actions for positions supervised.
- Develop, lead, and evaluate faculty development programs such as new faculty orientation, onboarding, Faculty Learning Communities, Faculty Interest Groups, and Faculty Fellowships.
- Plan and oversee faculty events and programs, including professional development days, award programs, sabbaticals, and teaching-related workshops.
- Facilitate implementation of policies and procedures that support faculty development and programming.
- Support and coordinate mentor training and faculty mentoring programs.
- Serve as the primary liaison to external vendors providing services or resources for faculty programming.
- Collaborate with academic departments to identify discipline-specific training needs and deliver responsive programming.
- Monitor and assess program effectiveness using attendance data, evaluations, and faculty feedback; prepare narrative and statistical reports to support continuous improvement.
- Maintain a digital library of teaching and professional development resources.
- Serve on college-wide committees, including co-chairing the sabbatical process.
- Stay current with trends, best practices, tools, and research in faculty development by engaging in conferences, professional organizations, or other learning opportunities.
- Provide individual consultations and andragogical guidance to faculty members.
- Collaborate with leadership to recommend budgetary needs and contribute to strategic planning.

Knowledge

- Principles of effective teaching, andragogy, and learning design.
- Current research and scholarship in faculty development and instructional improvement.
- Professional and organizational development practices and application of relevant technologies.
- Awareness of emerging AI-enabled tools relevant to faculty development.
- Program administration, project management, and strategic planning.
- Supervisory methods and team development.

Skills

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- Excellent written, verbal, and interpersonal communication skills.
- Organizational and planning skills with attention to detail and timely follow-through.
- Ability to interpret policies and make sound decisions.
- Ability to maintain confidentiality and foster trust among faculty and stakeholders.
- Experience supervising staff and coordinating complex projects.
- Ability to produce clear and accurate narrative and statistical reports.
- Collaborative mindset with a focus on continuous improvement.

Technology Skills

- Proficiency in spreadsheet, word processing, project management, database, and presentation software.
- Familiarity with tools for event coordination, resource sharing, and data tracking.

Required Work Experience

- Three (3) years of related work experience, including one (1) year of supervisory experience.
- Completion of the ACC Supervisor Certificate Series Program will satisfy the supervisory experience required for this position.

Preferred Work Experience

- Experience developing and managing faculty development programs and events in higher education.
- Experience with project management or curriculum development.
- At least three (3) years of supervisory experience.

Required Education

- Master's degree.

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Special Requirements

- Reliable transportation for local travel as needed.
- Availability to support evening or weekend events.

Physical Requirements

- Work is performed in an office environment with frequent use of computer and design tools.
- Subject to walking, sitting, standing, and occasional lifting of items up to 20 pounds.

Safety

- Ensure safe use of communication equipment and technology.
- Promote a safety-conscious environment and ensure staff receive appropriate safety training.

Salary Range (PG 125)

\$75,560 - \$94,449

Number of Openings:

1

Job Posting Close Date:

July 21, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

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Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Manager--Faculty-Development_R-7898

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff
Austin Community College

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