UNC TLT Collaborative
Proposed Staffing Strategy, March, 2001

A 2-Year Revolving Executive Director

It is proposed that this position will be a revolving two-year appointment and candidates will be selected from within UNC. This strategy provides a significant leadership development opportunity for UNC faculty and administrators, ensures that the Executive Director is closely connected to the campuses, and helps to ensure that the position will provide an effective liaison between the TLT Board and the Office of the President with regard to TLT issues and initiatives. In addition to his or her duties overseeing TLT Collaborative programs and operations, the Executive Director will be closely involved in strategic planning associated with the effective application of TLT and related services throughout UNC. He or she will report to the Vice President of Information Resources and be expected to maintain close communications with the Division of Academic Affairs, with campus Teaching and Learning Centers and TLT services, and with related agencies and services within UNC, throughout the state, and at the national level.

The Executive Director Search Committee will continue to work towards filling this appointment, with an initial start date asap. Until the position is filled the TLT Technology Coordinator will be asked to serve as Interim Executive Director, and to maintain current operations and proceed with hiring other Collaborative positions.

Permanent Professional EPA Positions

The Interim Executive Director will move quickly to hire an individual on a temporary basis to fulfill duties of the Technology Coordinator during the interim period.

At this time three additional EPA positions have been defined to serve the UNC TLT Collaborative:

> Project Manager (#106)
> Program Coordinator (#107)
> Technology Coordinator (#108)

The model for permanent EPA positions within the TLT Collaborative is that each position will provide a well-defined targeted service to the UNC campuses, approved by the Collaborative Board and Vice President of Information Resources. These services should be reviewed by the Board periodically in order to ensure current value. Additional positions may be considered as needs emerge, and funds become available. The Board may for example consider converting operating funds to support additional positions.

At this time, both the Project Manager and Program Coordinator positions are vacant. The Interim Executive Director has been charged to move quickly to fill these positions. The draft hiring plan for each position is attached.

<u>Draft Hiring Plan: Project Manager</u>

Search Committee: To be determined by the Interim Executive Director in consultation with the TLT Collaborative Board officers, and with the approval of the Vice President for Information Resources.

Position Advertisement:

> See below.

Recruitment Plan:
- Send position description to all UNC Chief Information/Technology Officers, Chief Academic Officers, Chief Finance Officers, UNC TLT Collaborative Board Members, UNC Teaching and Learning Directors.
- Post position description on UNC-GA Information Technology web site.
- Contact previous applicants (hiring was suspended in September, 200)
- Distribute position description via UNC-CAUSE list serve.
- Send position description to professional contacts in organizations such as EDUCAUSE.
- If cost and timing allows, send a small notice to Chronicle of Higher Education with position and Web address of vacancy notice. To be advertised in two issues.

Draft Timetable:

3/27:
> Submit Form 102 with Position Advertisement and Recruitment Plan for signatures from Information Resources, Academic Affairs, Finance Divisions

4/4:   Submit Form 102 with Position Advertisement and Recruitment Plan to AA officer.

4/9:   Advertise Position (send e-copy of ad to AA officer for advertising on GA site).

4/30:
> All applications due, logged and EPA Form 101 returned to applicants. Analysis of Work Force Availability and Candidate Pool by Job Group Form is submitted to AA officer.

5/1 – 5/18:
> Following AA approval, interviews, selection process

5/18-5/24:
> Compliance reports and job offer to preferred candidate contingent on BoG approval.

5/24:   Recommendation to hire submitted to BoG Committee on Promotion and Tenure.

6/8:   Board of Governors review

6/11:   Earliest Start Date

POSITION ANNOUNCEMENT

TITLE: PROJECT MANAGER, Position # 106
UNC Teaching and Learning with Technology Collaborative
University of North Carolina

DUTIES AND RESPONSIBILITIES:

The Project Manager reports to the Executive Director of the University of North Carolina (UNC) Teaching and Learning with Technology (TLT) Collaborative and is responsible for:

- Coordination and management of TLT Collaborative grants processes, conferences and events, and special projects (ensuring that projects are well-defined, meet fiscal and time constraints, achieve targeted objectives and timelines, and deliver appropriate reports and evaluations).
- Oversight of organizational communications and public relations (including TLT Web site content, annual reports, financial summaries, news releases, etc.).
- Liaison with the TLT Collaborative Board and with other UNC offices and programs.
- Coordination of research and data acquisition activities.
- Presentations and workshops associated with TLT activities
- Oversight of the Collaborative's internal operations and organization.

The Project Manager will work within a distributed organizational environment, and will work closely with the staff of the UNC Division of Information Resources to achieve operational objectives. This individual will also work closely with office, faculty and staff throughout the sixteen UNC campuses on targeted projects, and may manage staff within the Collaborative. The Project Manager will be a key player on the TLT Collaborative team that includes the Executive Director, the Technology Coordinator and the Program Coordinator, and will maintain close communications with UNC administrators, faculty, staff and students.

QUALIFICATIONS:

Qualifications include: a minimum of three years experience in the area of project management, grants development, and communications; experience working extensively in an online environment; a strong professional interest in the mission of the Teaching and Learning with Technology Collaborative; proven ability to coordinate programs and initiatives and ensure effective outcomes; and experience coordinating operations. The individual should have the ability to deal with ambiguity, encourage and promote collaboration, cooperation and teamwork and will need excellent communication and writing skills. A master's degree is highly desirable.

APPLICATION PROCEDURE:

Interested candidates should submit a letter of application, a complete resume and three references. Applications will be accepted until July 31, 2000 or until a suitable candidate is identified. Send applications to Patsy Ray, Information Resources Division, UNC Office of the President, University of North Carolina, PO Box 2688, Chapel Hill, NC 27515

The University of North Carolina is an Equal Opportunity/Affirmative Action Employer.

Hiring Plan: Program Coordinator

Search Committee: To be determined by the Interim Executive Director in consultation with the TLT Collaborative Board officers, and with the approval of the Vice President for Information Resources.

Position Advertisement:

> See below.

Recruitment Plan:
- Send position description to all UNC Chief Information/Technology Officers, Chief Academic Officers, Chief Finance Officers, UNC TLT Collaborative Board Members, UNC Teaching and Learning Directors.
- Post position description on UNC-GA Information Technology web site.
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5/1 – 5/18:
> Following AA approval, interviews, selection process

5/18-5/24:
> Compliance reports and job offer to preferred candidate contingent on BoG approval.

5/24: Recommendation to hire submitted to BoG Committee on Promotion and Tenure.

6/8: Board of Governors review

6/11: Earliest Start Date

POSITION ANNOUNCEMENT

TITLE: PROGRAM COORDINATOR, POSITION #107
UNC Teaching and Learning with Technology Collaborative
University of North Carolina

DUTIES AND RESPONSIBILITIES:

The Program Coordinator reports to the Executive Director of the University of North Carolina (UNC) Teaching and Learning with Technology (TLT) Collaborative and is responsible for coordinating cooperative programs and relationships in support of the 16 campuses of UNC, that are associated with:

- Strategies for TLT-related professional development that can provide common support for campus teaching and learning centers, TLT services, and UNC e-learning initiatives.
- Support for UNC campuses and programs in identifying and implementing best practices with regard to effective teaching and learning with technology.
- Development of peer communities and community services associated with TLT.
- Research and development into emerging technologies for teaching and learning.
- Development of learner help desk and peer mentoring services.
- Assessment of learning effectiveness in on-line and technology-mediated learning environments.
- Development of collaborative grants to support efforts in these areas.

The work will focus on pedagogical issues around TLT, and on building engaged, effective communities of interest among the sixteen UNC campuses. The individual will work closely with campus and central administrative offices and services, and will foster cooperation and synergy in the area of TLT. This will require a high-level of organization and planning, and effective communications with a range of audiences including university administrators, faculty, instructional technology staff, and students.

QUALIFICATIONS:

Qualifications include: a minimum of three years experience and a strong professional involvement in the effective use of technology for teaching and learning; experience with evaluation processes and tools; a demonstrable professional interest in issues associated with incorporating technology into the learning environment; proven ability to coordinate programs and initiatives and ensure effective outcomes. The individual should have the ability to deal with ambiguity, encourage and promote collaboration, cooperation and teamwork and will need excellent communication skills. A master's degree and academic teaching experience are required.

APPLICATION PROCEDURE:

Interested candidates should submit a letter of application, a complete resume and three references. Applications will be accepted until April 30, 2001 or until a suitable candidate is identified. Send applications to Patsy Ray, Information Resources Division, UNC Office of the President, University of North Carolina, PO Box 2688, Chapel Hill, NC 27515

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