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Campus Box 19540 WINSTON-SALEM, NC 27110  
(336) 750-2202 *phone* • (336) 750-2202 *fax* • *mnj@wssu.edu*

Melvin N. Johnson  
*Interim Vice Chancellor*  
*Academic Affairs*

Dr. Diana Oblinger  
Vice President, Information Resources  
Office of the President  
The University of North Carolina  
910 Raleigh Road - P.O. Box 2688  
Chapel Hill, North Carolina 27515

Dear Diana:

As you know Mike O'Kane had indicated his desire to resign from the position of Executive Director of the UNC Teaching and Learning with Technology Collaborative, effective October 13, 2000. I would like to request your support in facilitating the following:

1. We would like to begin the search for a new Executive Director in order for the Collaborative to continue its important work with the sixteen campuses without interruption. Enclosed are the details of our proposed strategy to achieve this goal. We would therefore request you secure approval for advertising this position immediately so that we can take steps to meet the indicated timelines.
2. The Collaborative recently advertised three positions as a part of our overall program development (Program Coordinator #107, Technology Coordinator #108, and Project Manager #106). We have not yet begun to screen candidates for these positions and would like to temporarily suspend the Program Coordinator and Project Manager positions so that the new Executive Director will have flexibility in setting his or her own strategy and agenda. There is some concern that any delay might cause the loss of these positions, and I would like to receive confirmation from the Office of the President that we will not risk losing any positions by holding off on these hiring processes. I anticipate that we will return to this process by December.
3. Mike O'Kane has indicated a willingness to help with the transition period, and expressed an interest in continuing to work with the Collaborative on the design and development of the UNC TLT Portal. With this in mind, we would like your help to transition Mike into the Technology Coordinator position on or before October 13 to provide the flexibility we will need as we work through these changes.

Thank for your consideration of these requests and for the support that you continue to provide for this important collaborative initiative.

Sincerely,  
  
Mel Johnson

## **UNC TLT Executive Director Search Strategy:**

### 1. Search Committee:

Mel Johnson and Diana Oblinger will appoint a Search Committee. Suggestions for committee members:

- Four members of the TLT Collaborative Board. Suggested
  - Frank Prochaska, WCU (western rep, academic leader) Coordinator of Search Committee.
  - Jeff Brown, UNC-W (eastern rep, Faculty member)
  - Ray Purdom, UNCG (central rep, established T&L Center) or Sallie Ives UNC-C
  - Brenda Shaw (NCCU, HBCU, new T&L Center)
- 1 member of UNC Information Resources. Suggested:
  - Robyn Render
- 1 member of UNC Academic Affairs. Suggested:
  - Judith Pulley

### 2. Executive Director: Position Description (attached).

### 3. Proposed Hiring Timeframe:

Create Search Committee:	September 11
Diana presents to XO meetings	September 11
Advertise Position Description:	September 11
Application Deadline:	September 30
Screening/First Interviews:	October 2-October 13
Final Interviews/Candidate Selection:	October 16-October 18
AA/Compliance Report to C. Bonner:	October 19
Submit to VP Bataille:	October 26
Board of Governors:	November 10
Earliest Start Date:	November 13

Note: Screening could begin earlier than September if strong internal candidates are expected.

## POSITION ANNOUNCEMENT

**TITLE:** Executive Director, UNC Teaching and Learning with Technology Collaborative, University of North Carolina

### **DUTIES AND RESPONSIBILITIES:**

The Executive Director is responsible for the successful operation and management of the UNC Teaching and Learning with Technology (TLT) Collaborative (<http://www.unctl.org>). The Executive Director will work closely with a board of representatives of the constituent institutions of The University of North Carolina in order to develop and manage cooperative TLT programs and initiatives that will: leverage the TLT efforts on each campus; provide a common vision; leverage resources; and promote collaboration, communications and best practices. He or she will report to the UNC Vice President for Information Resources and Chief Information Officer, and will manage a small team of professionals. The UNC TLT Collaborative has initial funding for three years and the Executive Director will be responsible for establishing funding and programmatic initiatives that will ensure the long-term viability and success of this organization.

### **QUALIFICATIONS:**

The Executive Director must have a sustained record of work associated with the effective application of technology for teaching and learning, including at least three years recent experience in higher education. Administrative experience (or the equivalent) is highly desirable. The successful applicant must have excellent interpersonal skills to work with external groups, university administrators, directors of teaching and learning centers, faculty and academic technology staff. The individual chosen should have a demonstrated capacity to encourage and promote cooperation as well as teamwork among diverse groups and individuals.

### **APPLICATION PROCEDURE:**

Interested candidates should submit a complete resume, a letter of application, four references (including contact information) and a statement that highlights your views concerning Teaching and Learning with Technology. Interviewees may be required to make a presentation to the search committee. Applications will be accepted until September 30, 2000 or until a suitable candidate is identified. Send applications to Ms. Patsy Ray, UNC General Administration, 910 Raleigh Road, Chapel Hill, NC 27514.

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

## **RECRUITMENT PLAN FOR EXECUTIVE DIRECTOR POSITION**

- 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.
- 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.