

Official Title: Faculty Associate-Education

Pay Schedule: AD-1

Non-Tenure Track

Summary: a Faculty Associate - Education (FA-E1) performs a portion of the education duties of another faculty member. These duties include scholarly investigation to support education programs, design and preparation of curricula or course material, design and development of evaluation and learning support systems.

B. Duties: Under the supervision of a faculty member, a FA-E1 has one or more of the following functions as their primary duty:

- 1) Designing or developing curricula
 - a) Designs and develops portions of curricula. Develops materials that support courses, seminars, directed studies, and capstone activities
 - b) Reviews, organizes, and manages program, curriculum and course evaluations and assessments to assist faculty in determining education effectiveness
 - c) Conducts research in selected areas and incorporates knowledge into program, curriculum or course design
- 2) Designing or developing learning support systems
 - a) Develops implementations of education program management, educational assessment, or academic information technologies or systems.
 - b) Designs or develops information systems or processes used in the analysis, reporting or support of academic programs and education program management.
 - c) Develops educational or instructional materials for residential and non-residential students, including multi-media presentations and assessment tools
- 3) Reviewing and assessing curricula and program design
 - a) Organizes and manages program, curriculum and course evaluations and assessments for internal and external agencies.
 - b) Conducts analytical assessments of NPS's faculty, academic operations and academic programs to inform NPS executive/managerial decision making processes
- 4) Performs other duties commonly understood to be faculty duties, as required.

B. Scope of duties: The Faculty Associate – Education (AD1) works with senior faculty members who supervise and guide the overall education effort.

C. Qualifications:

- An earned undergraduate degree in a discipline that supports the departmental needs;
- Demonstrated aptitude for education investigation, and curriculum/course development and evaluation; and
- Ability to work with faculty and students.