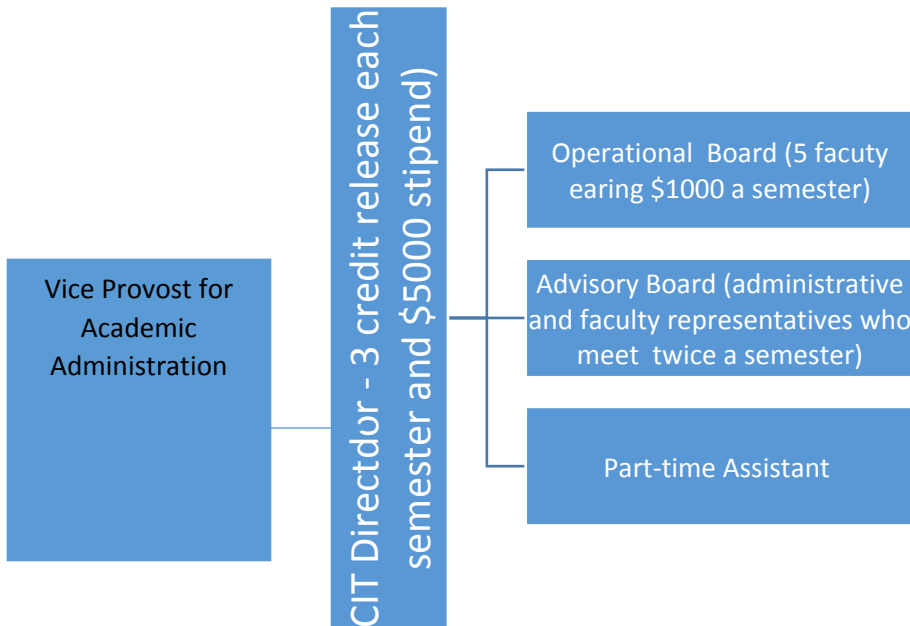


Organizational Chart –Center for Innovative Teaching



Job Descriptions

Director

- Oversees all activities and works with Operational Board and Advisory Board to plan and execute activities of the CIT.
- Manages budget and pedagogical research awards and professional development travel.
- Ensures outcomes assessment and prepares annual report.
- Meets monthly with SESS Dean.

Operational Board Members

Hold major responsibility for one of the following aspects of the CIT and supports all programming:

- New Faculty Orientation and Support
- Innovative teaching and technology
- Formative Peer Review (Observation and/or taping)
- Pedagogical Research and Effective Teaching
- Reflective Practice and Teaching Circles

Advisory Board Members

- Advise operational board and coordinator on a regular basis
- Work with operational board and coordinator on program activities

Part-time Assistant

- Performs clerical work as needed for the coordinator
- Updates and manages the CIT website
- Takes notes at Operational and Advisory Board meetings
- Assists in program execution