



Faculty Development Specialist

FURTHER PARTICULARS

Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

Ranked Among the Best

Only Caribbean University Ranked Among BEST IN THE WORLD



An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

About UWI

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

Our 8 Faculties

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

Get to Know Us

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, [UWI Today](#) and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

About the The Centre for Excellence in Teaching and Learning

The Centre for Excellence in Teaching and Learning (CETL) which was established in 1996, is attached to the Office of the Campus Deputy Principal. Through its programmes, it provides opportunities to develop strategies for the enhancement of learning and teaching at the University. It (a) facilitates collaboration among academic staff on all aspects of teaching and learning, (b) fosters collective thought about ways to resolve these problems, (c) encourages the Scholarship of Teaching and Learning through its Journal and (d) ensures ongoing monitoring of excellence in teaching and learning through its student evaluation of courses and lecturers (SECL) process.

CETL's goals include:

1. Organize workshops to facilitate course development, revision and/or repackaging;
2. Teaching CETL's programmes and courses;
3. Develop strategies for improving learning, methods of instruction, feedback and assessment;
4. Develop, source and disseminate teaching material about effective teaching to the members of the University community;
5. Provide a forum for the exchange of ideas and information on tertiary level learning and teaching;
6. Recognize and reward outstanding teaching at the University;
7. Foster co-operation with other CETLs across UWI campuses;

8. Encourage and support the development and production of educational material;
9. Support the purposeful use of information and communications technologies in learning and teaching.

Establishment

The Centre has an establishment of 8 staff members including a Director and a Research Fellow. The Centre's staff, through a variety of initiatives, support academic staff in exploring the components of interactive, student-centred activities and assessments. Central to the work of the Centre are special events that highlight best-practices in teaching and learning: The Guardian Group/UWI Premium Teaching Awards and the bi-annual lecturer series.

Delivery Strategies

The CETL functions around a calendar of events coincident with the academic year. This calendar, called Dates for Your Diary, which contains the schedule for regular workshops and other activities, can be accessed at <http://sta.uwi.edu/idu/DatesforYourDiary.asp> each academic year by all staff members. The expectation is that individual staff members would be able to identify and work into their personal schedule workshops of their interest.

In addition to providing a timeline for workshop development and attendance, the calendar allows us to accommodate ad hoc and impromptu events, for example, consultations and course reviews, which form a major part of the work of the Centre. Specific delivery strategies for various CETL activities are developed on the basis of research-based preparation and our philosophy of active involvement and cooperation.

Tenure of Appointment

Appointment as Faculty Development Specialist will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Subsequent to the first appointment, a member of staff who has served in an equivalent position in this or some other University for a period of six (6) years will be eligible for consideration for indefinite tenure.

Appointment to this post is subject to the [Charter of the University and to its Statutes, Ordinances, Rules and Regulations](#), including Statute 36 – Retirement of Members of Staff.

Further details may be obtained from the Campus Registrar,
The University of the West Indies, St.
Augustine, Republic of
Trinidad and Tobago.

Research

The University of the West Indies supports the research activities of permanent members of staff by providing study leave, special leave for scholarly purposes, and sabbatical leave, as well as offering funding for research trips, fieldwork, institutional visits, conference participation and organization, and research assistants.

For more information on research funding, see <https://sta.uwi.edu/research/research-funding>

Faculty Development Specialist

Qualifications and Experience

The successful candidate must possess at minimum, a EdD or PhD degree, from a recognized university, in Education, Curriculum Design, Instrumental/Educational Technology or a closely related field.

Candidates should also possess:

- At least five (5) years of professional experience in teaching and research at the tertiary level
- Experience in teaching at the university level using diverse delivery methods, including face-to-face, blended, and fully online modalities
- Expertise in Faculty Development
- Proficiency in Curriculum Design and Development, and Instructional Design
- Proficiency in Workshop Development and Implementation

Candidates with the following would have an advantage:

- Experience in Curriculum Development and Instructional Design
- Experience in teaching at the Higher Education Level
- Proficiency in Workshop planning and implementation
- Knowledge in Instructional Design
- Proficiency ELearning development

The following would be considered assets:

- Masters in Instructional Design, eLearning, Educational Technology

- Certificate in university teaching and learning
- Experience as reviewing manuscripts and publications for journal
- Experience in teacher training
- Experience in managing and designing courses in Moodle
- Scholarly articles/publications in peer reviewed journals at a rate of at least two (2) per annum
- Proficiency in Project Management
- Proficiency in Report Writing
- Proficiency in Workshop Development

Key Responsibilities

- Developing, planning and facilitating professional development workshops, including curriculum design, teaching and learning strategies, techniques and models of teaching and learning, assessment strategies and technology integration
- Teaching in CETL's teaching and learning programmes
- Engaging in training and other activities that promote learner-centred instruction
- Preparing teaching and learning materials for CETL workshops and adapting materials for CETL's website
- Liaising with Faculties/Departments in order to identify their training needs with respect to teaching and learning in a student-centred environment
- Providing Faculty with current best practices in all facets of teaching, assessment and technology integration
- Reviewing courses and curricula and making recommendations consistent with goals and objectives of good practice in higher education
- Facilitating the Scholarship of Teaching & Learning (SoTL) at the St. Augustine campus

- Generating data-driven reports and visualisations to inform and enhance CETL's programmes and initiatives
- Performing other related duties as assigned by the Director, Centre for Excellence in Teaching and Learning or his delegate

Personal Attributes

The Campus places a high priority on individuals of integrity who can work well in a team and student-friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Excellent pedagogical skills
- Ability to participate in University life and community outreach
- Be able to carry out a research agenda
- Display evidence of effective administrative and organizational skills

Candidates are further encouraged to enhance their application by providing the following:

- Cover Letter
- Teaching statement (1 page)
- Research statement (1 page)

Remuneration Package

Annual Salary Range:

Level III:	
Minimum:	TT\$ 318,180.00 per annum
Maximum:	TT\$ 353,760.00 per annum

Level II:	
Minimum:	TT\$ 254,136.00 per annum
Maximum:	TT\$ 296,832.00 per annum

Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Up to five economy class passages plus baggage allowance of US\$3,000.00 (TT\$ equivalent) on appointment and normal termination (persons recruited from outside of T&T);
- Unfurnished accommodation at 10% or furnished at 12.5% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) -TT\$20,717.00 per annum;
- Institutional Visit Allowance (available after first year of service) – TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum
- Contributory Health Insurance – 50% Group Life Insurance Scheme