Job Description – Director, HMS Curriculum Fellows Program

We are seeking a dynamic and experienced teacher and leader as the next Director of the Curriculum Fellows Program. The Director of the Curriculum Fellows Program oversees all aspects of the HMS Curriculum Fellows Program. The HMS Curriculum Fellows Program (HMS CFP) trains early-career scientists to become science education leaders and practitioners. There are 10-12 Curriculum Fellows at any one time, all of whom have recently completed PhDs in life sciences. These Fellows have diverse academic roles and professional identities, but their work is united by the core beliefs that effective teaching is evidence-based and all students deserve equal opportunities to learn. Fellows learn by working with members of the Harvard faculty and administration to bring new energy, creativity, and innovation to graduate biomedical education.

The Director serves as a mentor for each CF and oversees their scholarly contributions and professional development as educators. The Director must have a deep knowledge of best practices in inclusive instructional design and pedagogy for adult learners, experience building a cross-functional team, and must be capable of mentoring CFs on instructional design, pedagogy, navigating complex institutions, and conflict resolution, in addition to supporting professional development and individual career objectives of each CF.

The Director will be responsible for creating, supporting and/or teaching a series of courses and programs that provide HMS graduate students, postdocs, Curriculum Fellows, and other members of the HMS community opportunities to teach and learn about evidence based instructional best practices. The Director manages the work of the CFP Program Coordinator to ensure that CFP operations run smoothly and that accurate records are kept of all relevant activities and the progress of fellows through the program. The Director serves as an essential member of the HMS Graduate Education leadership team, reporting to the Senior Associate Dean for Graduate Education and contributes to strategic decision making for HMS Graduate Education.

Part I. Priority Setting and Sustaining the Work of the CFP (~20%)

In consultation with the Faculty Director of the CFP, the Director continuously reviews the Curriculum Fellow focused HMS- and Graduate Education-serving efforts of the Curriculum Fellows Program, ensures that those efforts align to the mission of the CFP, and alters, introduces and/or discontinues efforts as necessary to maintain the CFP’s focus.

The CFP Director oversees and manages a suite of recurring events that form the backbone of CFP training operations, including weekly group meetings, journal clubs, monthly educational workshops delivered by the CFs, and other trainings to address CF professional development needs. The Director also works with the senior leadership of graduate education to define strategic priorities for supporting the educational mission of the 14 Harvard-wide Life Science PhD programs and identify opportunities Curriculum Fellows to build expertise and contribute to PGE-relevant projects outside their core service mission. The Director also oversees the PhD student SEAL teaching certificate program. This includes establishing the goals and
requirements of the program and continuously assess their success in training graduate students as teachers. The Director supports the scholarly work within the CFP by identifying Discipline-Based Education Research (DBER) projects within the CFP, providing support and guidance with project design, data analysis, and manuscript preparation, acting as PI for IRB applications for research projects involving Curriculum Fellows, and developing applications for internal and external funding opportunities to sponsor CFP-based research and programming, acting as PI when appropriate.

Part II. Individualized oversight and mentorship of curriculum fellows (~30%)
The Director is the primary person responsible for the oversight of the scholarly and professional development of each of the curriculum fellows and serves as a consistent mentor outside of their hiring department or program. The substance of this mentorship and oversight ranges from satisfactory performance of their core service duties to support and monitoring of their professional development and its alignment to their career objectives.

The CFP Director meets individually with each curriculum fellow on a regular schedule to provide oversight and advice for the core service activities of each fellow, including content-specific advice (edit curricula, discuss data, etc.), guide professional development (scholarship), help identify appropriate activities, provide feedback and guidance on scholarly work, support CF job searches, and monitor CF progress across the program.

Part III. Courses to serve the CFP's mission and train HMS student educators (~30%)
The Director creates, supports and/or teaches a series of courses and programs that provide HMS graduate students, postdocs, Curriculum Fellows, and other members of the HMS community opportunities to teach and learn about evidence based instructional best practices.

The Director of the CFP acts as course director of the course, Teaching 100: The Theory and Science of Teaching. This course is required for all new Curriculum Fellows, all students in the Master of Medical Sciences in Medical Education, and is open to PhD students.

The CFP Director oversees the course, Teaching 101: Bringing Effective Teaching Practices to Your Classroom. This includes recruiting and overseeing the course instructors.

The CFP Director also works with the Dean for Graduate Education who also serves as the course director for the NIH-mandated Responsible Conduct of Science course for the doctoral students, to build and annually revise the course curriculum and instruction.

The CFP Director also designs and implements campus-wide TF training courses and workshops. Design and implement a campus-wide training program for graduate student teaching fellows, organized

Part IV. Administrative Responsibilities (~20%)
The Director works with the Program Coordinator to ensure that CFP operations run smoothly and that accurate records are kept of all relevant activities and the progress of fellows through the program.

The CFP Director oversees the work on the Coordinator to oversee the hiring and appointment of all CFs, maintains accurate records of fellows' progress through the program, oversees the CFP budget, maintains and oversees the Curriculum Fellows HMS website and various listservs, and oversees the CF-led course administration.

**Required Qualifications:**

- PhD in the life sciences or related field; at least 5 years of teaching and/or administrative leadership experience in higher education.
- Possess excellent oral and written communication skills.
- Experience managing in a complex matrix organization.
- Experience mentoring graduate students and/or postdoctoral fellows around career and professional development.
- Exhibit the highest level of integrity, professionalism, and confidentiality in work.
- Deep commitment to diversity, equity, and inclusion in all areas of work.

**To apply:**

To apply, please send an email to cfp@hms.harvard.edu containing the below list of application materials. Only complete applications submitted by the relevant deadline will receive a full review. The deadline to apply is Monday August 1, 2022.

- A cover letter that addresses your interest in and qualifications for the position.
- A curriculum vitae.
- A teaching statement following our Teaching Statement Guidelines. The teaching statement is an opportunity to describe your philosophy of teaching in the context of your own experiences. A discussion of diversity, equity and inclusion is an important component of the teaching statement.
- The names and contact information of three professional references.