

Invitation to Apply

The Department of Education, Innovation and Technology (EIT) at Baylor College of Medicine (BCM) is pleased to invite applications for inaugural faculty appointments in the department.

WHO IS ELIGIBLE TO APPLY?

- Existing faculty members with strong educational expertise or interest.
 - Faculty members already appointed in an academic department may seek co-primary, secondary or transfer of appointment to the Department of EIT, with support of, and collaboration with their current department chair or supervisor and administrator.
- Staff employees of the education mission or other areas, who currently do not have faculty appointments, but do have appropriate terminal degrees in their fields and support from their current supervisor to apply for faculty status.
 - According to BCM's Guidelines for Faculty Appointment and Promotion, faculty appointment requires an earned doctorate, terminal degree or comparable advanced degree demonstrating valuable, mission-oriented expertise. A terminal degree generally is considered to be the degree required for certification or practice in the respective discipline or area of specialization.

APPLICATION OPPORTUNITIES AND DEADLINES

During the 2020-2021 academic year, there will be two opportunities to apply for inaugural faculty appointments in the Department of EIT.

- **Phase I – Deadline of November 23, 2020 (new, co-primary and transfer of appointments).**

Phase I is for individuals who will help 1) create and teach a 40-hour professional development series to be offered to all department faculty; 2) form initial departmental committees, such as strategic planning and educational programming; and 3) participate in other department planning activities.

 - Individuals with expertise in the following areas will be given priority for appointment during Phase I: learner-centered teaching; curriculum design; online teaching and learning; and educational scholarship, research and leadership.
 - To ensure that the department has sufficient personnel and expertise for its initial activities (particularly the new educational series), approximately ten Phase I faculty members will be able to receive up to 0.10 FTE support once appointed.
 - Other individuals, who do not require salary support (because they already are supported by the education mission or other sources of institutional funding) also are invited to apply at this time—if they are prepared to contribute to development of the educational series and other planning activities.
 - Applications for secondary appointments will not be considered during Phase I.

- **Phase II – Deadline of February 15, 2021 (new, co-primary, secondary and transfer of appointments).**

Phase II is for individuals who will contribute to 1) the pilot of the professional development series; 2) initial departmental committees and 3) departmental planning activities.

- Up to 20 faculty members will be accepted for appointment into the Department of EIT during Phase II.
- FTE support from the Department of EIT will not be available for Phase II faculty members.
- **Applicants will be reviewed and recommended by a Selection Committee (consisting of members of the departmental Advisory Committee).**

APPLICATION MATERIALS

Application materials for each type of appointment are described below.

- **New Faculty Appointment**
 - Letter from applicant describing experience and expertise, interest in educational innovation and scholarship, commitment to participation in departmental activities and personal philosophy of education.
 - CV in Baylor College of Medicine format.
 - Letter of endorsement from current supervisor.
 - Two letters of recommendation from internal or external sources (solicited by applicant)
 - Optional: Education Portfolio (any format).
 - Additional documents, including letters of reference from either external or internal sources, will be requested of successful applicants at a later stage, following standard requirements for faculty appointments. (Please see the Faculty Affairs Procedures page, <https://www.bcm.edu/education/academic-faculty-affairs/faculty-resources/appointments-promotions/procedures.>)
 - Most new faculty appointments are expected to be at the ranks of instructor or assistant professor; applicants are advised to consult with the Department of EIT Chair (Nancy Moreno, PhD) or the Executive Director of the Office of Faculty Affairs (Robert Anderson, MBA) if they have questions.
- **Co-primary, Secondary and Transfer of Existing Faculty Appointments**
 - Letter from applicant describing experience and expertise, interest in educational innovation and scholarship, commitment to participation in departmental activities and personal philosophy of education.
 - CV in Baylor College of Medicine format.
 - Letter of endorsement from current department chair or other supervisor (with approval of department chair).
 - Two letters of recommendation from internal or external sources (solicited by applicant)
 - Optional: Education Portfolio (any format).
 - For co-primary, secondary and transfer of existing faculty appointments, the faculty member's rank, tenure status and tenure clock (when applicable) will remain unchanged.
 - Applicants are advised to consult with the Department of EIT Chair (Nancy Moreno, PhD) if they have questions.

EXPECTATIONS OF INAUGURAL FACULTY MEMBERS

- Participate in departmental strategic planning and help refine the overall direction and initial set of programs undertaken by the department.
- Develop charges for and constitute the initial set of departmental committees and committee appointments (e.g., Strategic Planning Committee).
- Be a spokesperson for the department by participating in public relations and communications activities as needed.
- Represent the department as a member of institutional committees and groups, such as the Faculty Senate or the Diversity and Inclusion Council.
- Contribute to the development of, and participate in, professional learning opportunities offered by the department.
- Identify and initiate area(s) of own scholarly activity related to department mission.
- Participate in peer mentoring activities.

WHAT WILL THE DEPARTMENT OFFER TO ITS FACULTY MEMBERS?

The Department of EIT serves as the academic home of professionals who make major contributions to the College's education mission. Departmental priorities include the following.

- Support for faculty vitality, including opportunities to collaborate in the development of new educational approaches, resources and tools.
- Clear paths for faculty career advancement, with emphasis on role relevant guidance and opportunities for faculty members to have understandable requirements and an appropriate pace for academic promotion and other recognition.
- Membership in a "learning innovation community" that facilitates transfer of ideas, resources and approaches across previously isolated fields, while contributing to the development of new tools, resources, approaches and programs.

PLEASE SEE THE ACCOMPANYING "FREQUENTLY ASKED QUESTIONS" FOR MORE INFORMATION.

SUBMITTING YOUR APPLICATION

Please send your application materials as a single PDF document by email to Department Administrator, Maria Lopez (mslopez@bcm.edu). Education portfolios, which are optional, may be submitted as a separate document.

If you have questions, please contact Nancy P. Moreno, PhD, Chair, Department of Education, Innovation and Technology (nmoreno@bcm.edu, 713-798-8200 or 713-798-8207).