

Chancellor's Associate for Professional Development Temporary Leadership Appointment

Position Summary

The Chancellor's Associate for Professional Development appointment is a time-limited internal appointment responsible for advancing and coordinating faculty and staff professional development (PD) initiatives at the University of Illinois Springfield. This leadership role strengthens professional development programming across the university by aligning existing resources, identifying gaps and expanding access to high-quality, mission-aligned learning opportunities. The Associate will serve as a central coordinator and connector—enhancing institutional capacity for leadership development, employee engagement and culture-building—while remaining in their primary university role.

This role is designed to:

- Provide sustained leadership to university-wide professional development initiatives that are currently distributed or ad hoc
- Strengthen alignment between professional development offerings and institutional priorities
- Improve coordination, access and utilization of professional development resources

Service In Excess Details

- **Appointment Type:** Temporary internal leadership appointment (0% FTE; stipend-supported)
- **Term:** 12 months, renewable annually up to a maximum of 3 years
- **Stipend:** \$3,000 annual stipend (gross) distributed in line with associate's current pay schedule (monthly/biweekly)
- **Eligibility:** Open to full-time faculty, academic professionals or exempt civil service staff; subject to HR eligibility requirements
- **Reporting Line for Leadership Role:** Chief of Staff and/or Director of Strategic Initiatives & Engagement
- **Home Unit:** Employee retains primary position and supervisor
- **Service in Excess:** This position would be compensated as a service in excess and timeframe spent on this leadership role would be defined through a written agreement among the Associate, home supervisor and Chancellor's Office representative. Primary position duties are still in place and should be met.

Key Projects

- Lead and coordinate 2-3 university-wide professional development initiatives annually for faculty and staff (e.g.: focused, interactive sessions such as 60- to 90-minute brown bag presentations or targeted webinars, such as leveraging Academic Impressions content or CARE Framework goals)

- Chair and manage the RISE Professional Development Planning Committee, including delivery of one annual retreat
- Leverage UIS' Academic Impressions membership to deliver professional development offerings
- Identify gaps in current programming and recommend new offerings, formats or delivery models
- Partner with Human Resources to align PD initiatives with institutional priorities (e.g., CARE Framework, supervisor development, employee engagement)
- Collaborate with Strategic Communication to maintain a centralized PD website or portal
- Improve visibility, accessibility and participation in PD opportunities across campus
- Collect and analyze participation and engagement data; use data to evaluate program effectiveness and inform future offerings

Deliverables

- **Biannual Plans** (due at the start of each semester): Outline upcoming semester's PD programming
- **Annual Report** (due June 1) summarizing:
 - Programs delivered
 - Attendance and participation data
 - Engagement and satisfaction metrics
 - Recommendations for improvement

Required Leadership Attributes

- Full-time UIS employee in good standing
- Demonstrated interest or experience in professional development, training or organizational learning
- Strong organizational, project management and communication skills
- Ability to work collaboratively across units and stakeholder groups