



UNIVERSITY OF
MARYLAND

Department of Chemistry
& Biochemistry

DIRECTOR OF UNDERGRADUATE STUDIES

The Department of Chemistry & Biochemistry at the University of Maryland, College Park invites applications for the Director of Undergraduate Studies. The Director position, which begins in July 2023, will be a full time 12-month appointment with the expectation and history of continuity. This non-tenure track faculty appointment will be at the rank of Senior Lecturer or Principal Lecturer, depending upon qualifications and experience, and consistent with College and University policies. Candidates from historically underrepresented groups are strongly encouraged to apply.

The Director of Undergraduate Studies (DUS) oversees operations of undergraduate programs and student services in chemistry & biochemistry. The undergraduate program provides instruction to approximately 400 students in the major and 3000 non-major students taking at least one chemistry or biochemistry course each term. The DUS administers the Undergraduate Services Office, with responsibilities for course and room scheduling, enrollment control, TA assignments, advising BS/BA students, and communications on course and program requirements.

The DUS represents the department internally and externally on undergraduate academic matters, student recruitment, admission and orientation of new students, and academic policies. The DUS serves on the Department's Undergraduate Curriculum Committee, which develops and provides curricular leadership. The DUS reports to the Department Chair, and works closely with the Associate Chair of Instruction and the administration to ensure undergraduate programs of exceptional quality, effectiveness, and inclusivity. The DUS must be attentive to evolving trends in chemical science education, and must proactively promote pedagogical and instructional methods that improve student success and program quality. The DUS will generally be expected to teach one course per semester.

Minimum Qualifications:

Education: Ph.D. in Chemistry, Biochemistry, or a closely related field

Experience: Minimum 7 years teaching Chemistry and/or Biochemistry at the undergraduate level; Experience navigating a large, complex organization and using associated information systems; Proven record of teaching excellence and curriculum development; Demonstrated interest in science pedagogy

Knowledge, Skills, and Abilities: Ability to collaborate and administer projects in an educational environment; Excellent communication skills; Exceptionally well-organized and attentive to detail; Sound decision-making and problem-solving skills; Strong communicator (oral and written)

Demonstrated commitment to diversity, equity, and inclusion and the ability to foster a positive culture and relationships with students, faculty and staff.

Application: Required materials include a cover letter, curriculum vitae, teaching impact statement (2 pages), diversity and inclusion statement (1 page) that summarizes past and proposed efforts towards improving diversity, equity and inclusion, and contact information for three references. All application materials must be submitted via <https://ejobs.umd.edu/postings/104309>

Deadline: Review of applications will begin March 6, 2023 but we will continue to accept applications until the positions are filled.

Inquiries and/or nominations should be directed to DUSSChair@umd.edu, Chair of the Director of Undergraduate Studies Search Committee.

AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS FROM WOMEN AND MINORITIES ARE ENCOURAGED