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Gen Ed Coordinator [candidate search]

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Gen Ed Coordinator - this time with attachment

Office of Academic Affairs

Wed 9/6/2017 2:23 PM

To: PSU-FACULTY <psu-faculty@plymouth.edu>;

1 attachments (16 KB)
General Education Coordinator.docx;

Dear Colleagues

On the recommendation of the General Education Committee, we are launching an internal search for a General Education Coordinator this fall. As we move to better align the General Education Program with the Integrated Cluster Initiative, develop robust General Education assessment, and infuse our General Education Program with current best practices; a General Education Coordinator will be an important academic resource. This position will report to the Academic Deans (to be reconsidered once a Provost is hired). Our hope is that the coordinator will begin to assume some duties in spring 2018, with summer needs to be determined, and full position entry in fall 2018.

Any full-time faculty member with experience teaching General Education courses and who has the skills and enthusiasm to accomplish the goals outlined above is eligible to apply.

Interested candidates should forward a current CV and a letter of intent outlining the candidate's alignment with the General Education goals as outlined above to Kristen Hersom: kahersom@plymouth.edu

The search committee will be comprised of 4 elected faculty members and one appointed Student Affairs representative.

Regards,

Gail, Cynthia and Robyn
General Education Coordinator:

3-year renewable appointment (tenured faculty have the right of return to faculty).

The Coordinator of General Education responsibilities include:

- Promoting General Education discussions with General Education Committee and with faculty to facilitate the alignment of the General Education Program with the Integrated Cluster vision including FYS, themed General Education, Integrated capstone course, and four credit model
- Overseeing development and implementation of assessment processes and providing required NEASC reporting; working with other assessment offices as appropriate
- Sitting on General Education Task forces as appropriate
- Participating regularly in professional development activities, conferences, and other meetings in order to stay up to date with the national conversation about General Education
- Engaging in scholarly activity regarding General Education
- Working with faculty to implement recommended General Education Program revisions
- Engaging with Center for Transformation to ensure innovative General Education Professional Development
- Coordinating and overseeing General Education orientation and mentoring to new faculty
- Coordinating and overseeing General Education mentorship to all faculty
- Working with departments, clusters, and registrar to promote course development to ensuring students’ General Education requirements are met
- Approving experimental General Education courses (will need curriculum committee review)
- Sitting on the General Education Committee as the voting representative from Academic Affairs
- Approving student General Education requests
- Teaching one General Education course per semester