

9-2016

Integrated Cluster Guide Role Description

Plymouth State University

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Integrated Cluster Guide Role Description – Updated September 2016

The PSU model is designed around seven Integrated Clusters (ICs) which deliver value to external stakeholders and partners, internal Faculty and Staff, and especially to student participants, through experiential real-world learning activities.

A transitional model has been implemented for each of the 7 Integrated Clusters. To facilitate the initial efforts to operationalize the ICs, the role of Integrated Cluster Guide has been established. The Cluster Guide role is an interim assignment expected to consume approximately 8 hours per week, or the equivalent of a Faculty 3 credit course with release.

Within each IC, 2 Guides will be drawn from the Faculty/Staff who participate in each cluster. They will serve as a coordinating team to ensure the successful operations of their respective IC. Guide teams will provide leadership within each cluster to facilitate progress of individuals and teams in pursuit of the respective IC Mission Statements.

The Guide teams will work closely with the IC Initiative Project Manager, charged with providing overall direction and support for processes, tasks, and timelines. Each of the Guide teams will have a significant level of autonomy and responsibility in focusing and operationalizing the Clusters and supporting their success.

For AY2016-2017, the primary responsibilities for the Cluster Guide teams are to:

- Engage PSU IC members (Faculty; Staff; Students) in IC projects, events and activities
- Facilitate creation of new IC projects engaging internal PSU and external participants
- Participate in the IC Proposed Project Funding Process; monitor/ manage IC budgets in conjunction with Cluster Support Team
- Articulate cluster-specific content in support of revised FYS and Themed GenEd curricula
- Complete IC inventories of people, projects, student organizations, and other resources
- Serve as primary Point-of-Contact for information requests regarding the respective IC
- Support selected work teams or projects required to implement the overall IC Initiative

If you intend to continue in your roll as Cluster Guide for the spring 2017 semester, please confirm your ability to serve with your chair/supervisor and then sign and return page two of this document to Kristen Hersom, MSC 3 or kahersom@plymouth.edu by October 4, 2016.

Congratulations on your continued appointment as Cluster Guide for the Spring semester, 2017. Compensation for this work comes in the form of a 3 credit course release for faculty. Staff should work with their supervisor to identify appropriate work release.

Below is the list of specific outcomes sought by the end of spring semester:

1. Maintain and publish updated IC Mission Statements
2. Complete the IC Inventory for: Faculty & Staff; Existing and new projects; Student Organizations
3. Articulate inputs into the FYS and GenEd work teams reflecting the scope and mission of each individual cluster
4. Facilitate the creation of a minimum of 3 new IC projects which meet all 10 of our Project Guidelines
5. If you wish to continue in your role as Cluster Guide for the spring semester, please provide the information requested below and return this form to Kristen Hersom, MSC 03, kahersom@plymouth.edu prior to October 4th. Be sure to discuss your intentions with your chair/supervisor so they can confirm your availability.

Your Name: _____

Your Cluster Name: _____

Your Department Chair/Supervisor Name: _____

Please initial each of the statements below before signing and returning this form. We look forward to our continued collaboration.

I have discussed my intentions with my chair/supervisors and they will arrange release time. _____

I commit to the scope of work as outlined on page one of this document. _____

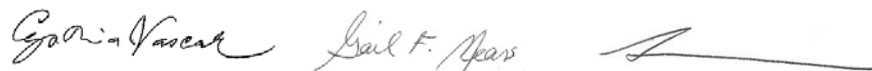
I intend to stay on as a Cluster Guide for spring semester and work to achieve the specific outcomes listed above. _____

Signature: _____

For questions regarding your appointment, please contact Ross Humer rhumer@plymouth.edu, or Kristen Hersom, who will connect you with one of the Academic Deans.

Thank you for your continued commitment to the Integrated Clusters initiative and to transforming PSU. We look forward to our continued collaboration.

Sincerely,



The Academic Dean Team