

Director of General Education
Position Announcement

The Director of General Education is a position for a tenured faculty member, with the purpose of overseeing and managing the General Education program. The Director's responsibilities will be to:

1. Provide students, faculty, staff, and other interested parties with information about the General Education program, its operation, and its requirements
2. Act in an advisory role for faculty and departments that seek to develop courses to meet General Education requirements
3. Monitor enrollment in and scheduling of General Education classes to ensure healthy enrollments and appropriate and fair distribution of these classes between those departments qualified to teach them
4. Keep records of all General Education classes that are approved and offered, including the original syllabus proposed for each class and all syllabi for each subsequent term
5. Review these syllabi periodically to ensure approved classes maintain focus on the appropriate learning outcomes
6. Work with the relevant Senate committees to implement and oversee the Assessment Plan for General Education approved by the Academic Senate, ensuring compliance and regular feedback to departments and units
7. Work with Student Services and Admissions to develop and implement appropriate transfer policies and course equivalences for General Education classes
8. Monitor the university's General Education web site and keep it up-to-date, including lists of classes that meet General Education requirements each term
9. Work with the Senate General Education Committee, together with administrative support staff, to monitor and process student petitions for substitutions and exemptions
10. Work with relevant staff and administrators to ensure that all university publications that include information about General Education are accurate and updated in a timely manner
11. Meet regularly with the Executive Vice Chancellor of Academic Affairs (EVCAA) to report on activities
12. Attend national conferences on General Education such as those sponsored by the AAC&U
13. Coordinate and work with the relevant Senate committees, e.g., the Executive Committee, the General Education Committee, the Assessment Committee, and the Curriculum Committee, in fulfilling the responsibilities and duties listed above
14. Coordinate with the Deans of all Schools and Colleges to ensure General Education is implemented in a way that is consistent with the accreditation and licensure of specific programs, including those in the professional schools and other programs with national accreditation and licensure requirements
15. Serve ex officio on the Senate General Education Committee

Qualifications - The Director of General Education must:

- Be a tenured faculty member
- Have a history of involvement with and commitment to General Education (e.g., by regularly teaching and/or developing General Education classes, serving on the Senate General Education Committee and/or other relevant committees, etc.)
- Demonstrate knowledge of and commitment to General Education assessment
- Have the administrative, communication, problem-solving, and collaborative skills needed for effective leadership of the General Education program

Terms of Appointment - The appointment begins on July 1st. The position is a ten-month appointment with a \$5,000 summer stipend for work done in June and July. The Director will have two-course release per semester beginning in the Fall 2018 term and for each regular academic semester in which they serve in the position. The appointment is for a three-year term, with the possibility of renewal for a second term. The Director reports to the AVCAA/Dean of Undergraduate Studies.

The position is open to all tenured faculty. Interested candidates are asked to submit a current vita and a 1½ page statement describing their interest in and qualifications for the position. The names of three campus references should be included.