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General Education Coordinator Position

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General Education Coordinator Position

Office of Academic Affairs

Thu 10/12/2017 3:57 PM

To: All Faculty Mailing List <psu-allfaculty@plymouth.edu>;

Cc: Joseph Rino <jsrino@plymouth.edu>; Pamela Anneser <ppanneser@plymouth.edu>; Rebecca Grant <ragrant@plymouth.edu>; Keith Charpentier <klcharpentier@plymouth.edu>; Marissa Lischinsky <mlischinsky@plymouth.edu>; Gail Mears <gmears@plymouth.edu>; Kristina Coit <k_coit@mail.plymouth.edu>;

 1 attachments (291 KB)

General Education Coordinator.pdf;

Dear Colleagues:

As a follow-up to the reminder of the General Education Coordinator, we are now attaching the position description. In addition to submitting the Letter of Intent described in the email below, please also be sure to submit a current CV. Interested candidates should send their application to Tina Coit (k_coit@plymouth.edu) no later than October 31, 2017.

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 these goals is eligible to apply.

Sincerely,

The Office of Academic Affairs

From: Office of Academic Affairs

Sent: Wednesday, October 11, 2017 12:55:57 PM

To: All Faculty Mailing List

Cc: Joseph Rino; Pamela Anneser; Rebecca Grant; Keith Charpentier; Marissa Lischinsky; Gail Mears; Kristina Coit

Subject: General Education Coordinator Position

On behalf of the General Education Coordinator Search Committee (Joey Rino, Pamela Anneser, Rebecca Grant, Keith Charpentier, and Marissa Lischinsky):

Dear Colleagues,

On behalf of the search committee for the General Education Coordinator, we are sending a reminder of the open search. The position is open to full-time faculty; interested applicants should send a Letter of Interest to Tina Coit (k_coit@plymouth.edu). The Letter should outline your experience with General Education, vision for aligning the General Education Program with the Integrated Cluster Vision, and ideas about program assessment. Applications will be accepted until October 31, 2017.

Sincerely,

The Office of Academic Affairs

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 including first year experience courses and coordination of FYS.
- 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