

M E M O R A N D U M

TO: All Regular Full-time Faculty

FROM: Dr. Vilas A. Prabhu
Provost and Vice President
for Academic Affairs

DATE: April 2, 2019

RE: Call for Applications: Faculty Coordinator for General Education and High-Impact Practices

The Office of the Provost is pleased to invite full-time tenured or full-time tenure-track faculty members to apply for the position of Faculty Coordinator for General Education and High-Impact Practices. The appointment begins Fall 2019 and is renewable annually. Compensation for this alternative workload assignment is a two course release in the fall and spring semesters with a summer appointment up to three credits.

Attached is a description of the duties for the position. To apply, please send a letter of up to three pages describing your qualifications for the position and curriculum vitae to Ms. Marie Zufelt, Administrative Assistant, Office of the Associate Provost for Academic Administration (marie.zufelt@millersville.edu). Electronic submission is preferred. Priority consideration will be given to complete applications **received by April 19, 2019**.

Dr. Delle wishes to thank Dr. Lynn Marquez for her many years of service to Millersville as General Education Coordinator, and to Dr. Steven Kennedy for his work during the inaugural year as the coordinator of high impact practices.

Questions should be directed to: Dr. James Delle, Associate Provost for Academic Administration (james.delle@millersville.edu).

Position Description

- Title:** Coordinator of General Education and High Impact Practices
Six credit hour release/reassignment for Fall and for Spring Semesters
Summer appointment (up to three credits depending on workload)
- Term:** Initial appointment for Fall 2019 – Summer 2020; one year terms renewable annually
- Description:** Reporting to the Associate Provost for Academic Administration, the Coordinator of General Education and High Impact Practices will be the administration's liaison to the General Education Review Committee (GERC). He or she will be an advocate for the General Education Program and will work toward enhancing the program in accordance with Millersville University's mission. He or she will facilitate and support the work of GERC by, among other things, serving as a conduit for information and policy from PASSHE and other administrative and faculty committees. The Coordinator of General Education will be a member of the faculty with an annual alternative work assignment as specified above. The Coordinator will also facilitate coordination between multiple stakeholders on campus to maximize the effectiveness of high-impact practices at MU, which are defined by AAC&U as activities that help a diverse group of students attain academic success as evidenced by higher retention rates and greater engagement in the university (Kuh 2008). A hallmark of high-impact practices is the collaboration among faculty and/or between multiple units on campus. For example, living-learning communities require not only faculty/department coordination for the courses, but also coordination with housing and residential programs to facilitate learning outcomes within the living space. The coordinator will also facilitate the UNIV 103 and other First Year Inquiry programs.

Coordinator Duties

- Provide leadership and direction for curriculum development, assessment, and ongoing modification of General Education Program.
- Ex-officio member of the General Education Review Committee (GERC), Undergraduate Course and Program Review Committee (UCPRC), and Academic Outcomes Assessment Committee (AOAC).
- Coordinate with the Assistant Vice-President for Institutional Assessment and Planning on outcomes assessment for the General Education program.
- Work with the General Education Review Committee (GERC) and Undergraduate Course and Program Review Committee (UCPRC) to provide guidance and oversight with respect to approval and recertification of general education courses including FYI (UNIV103), Diversity (D), Perspectives (P), Writing (W), Advanced Writing (AW), as well as G1, G2, G2L, and G3 courses, and in writing the five-year General Education Program Review.
- Advocate for the General Education Program and High Impact Practices among faculty, students, and staff through publications, website development, presentations, and personal contacts and by reporting periodically to the Faculty Senate and Deans' Council.

- Conduct major and minor administrative and maintenance functions in support of the General Education Program and High Impact Practices (e.g., prepare budgets, supervise student staff).
- Collaborate with appropriate members of Academic Affairs and Student Affairs & Enrollment Management to promote, design, and cultivate High Impact Practices.
- Stay current with new initiatives and research on General Education and High Impact Practices.
- As necessary, coordinate with the Director of the Center for Academic Excellence and other offices to plan and promote faculty development efforts related to general education.
- Provide program and policy direction for UNIV 103 and associated first-year programming.
- As necessary, recruit faculty for UNIV 103 sections.
- Work with faculty to develop new and revise existing UNIV 103 courses.
- Initiate and design faculty development to promote effective pedagogies for first-year students.
- Survey exploratory students as well as any other necessary paid admits for placement in appropriate UNIV 103.
- Assess the first-year seminar from perspective of both students and faculty. This may include surveys of students, surveys of faculty, focus groups of students, focus groups of faculty, retention statistics, and selected data from national surveys such as NSSE.
- Initiate and coordinate programs to promote understanding of the General Education program by faculty, students, and staff through publications, website development, presentations, and personal contacts.
- Participate in professional development opportunities.