

## 20/AS/07/UEPC

### Faculty Director of General Education

The Faculty Director of General Education oversees university-level educational initiatives and programs related to the traditional General Education program, the Summit program, and the general education component of First Year Experience in consultation with relevant faculty committees and the Vice Provost. The Faculty Director serves as an advocate for students, faculty, and the health of the General Education program.

#### **Leadership, Coordination, and Policy**

The Faculty Director is responsible for leadership and day-to-day coordination and implementation of the General Education program policies and processes.

1. Provides students, faculty, departments, and colleges with information about the General Education program.
2. Acts as a resource for colleges, departments, and faculty interested in developing courses for general education.
3. Coordinates and analyzes general education course offerings and scheduling, including tracking course offerings in Stockton, and makes recommendations to the college deans and appropriate department chairs/program coordinators.
4. Provides support for the articulation of general education courses with community colleges.
5. Promotes wide knowledge and understanding of general education learning goals (e.g., incorporation into course syllabi, incorporation into new student orientation and new faculty orientation).
6. Consults with the General Education Subcommittee to maintain and update the university's General Education website to ensure currency of information.
7. Meets periodically with the Vice Provost to facilitate improvement of the General Education program and to monitor program implementation activities.
8. Works with faculty governance committees and the Vice Provost to ensure policy development for general education remains consistent with CSU System and Title 5 regulations.
9. Facilitates the efforts of the General Education Subcommittee for policy recommendations (development and revision) to the University Educational Policies Committee.
10. Attends General Education Subcommittee meetings and Assessment of Student Learning Subcommittee meetings as an *ex officio* (non-voting) member.

#### **Assessment of General Education**

In consultation with the University Educational Policies Committee, the General Education Subcommittee, the Assessment of Student Learning Subcommittee, and the Faculty Coordinator for Student Learning, the Faculty Director is responsible for coordinating assessment of the General Education program and student learning outcomes for general education, as prescribed by the University Educational Policies Committee.

1. Assesses the quality of the General Education program.
2. Facilitates and supports assessment efforts of the General Education Subcommittee, as prescribed by the University Educational Policies Committee.

3. Acts as a resource for the General Education Subcommittee's activities and works collaboratively with the chair in the assessment of the General Education program, as prescribed by the University Educational Policies Committee.
4. Works with the Vice Provost to ensure the design, implementation, analysis, documentation, and funding of general education assessment.

### **Communication and Reporting**

The Faculty Director is responsible for communicating broadly the goals and accomplishments of the General Education program.

1. Prepares appropriate reports related to general education in concert with the General Education Subcommittee, including those for accreditation.
2. Collaborates with University offices and programs to ensure that accurate information about the General Education program is communicated to new and continuing students.
3. In consultation with the General Education Subcommittee, prepares and updates the general education and graduation requirements information for university publications, including catalog copy and website in accordance with University procedures.

### **Resources**

The Faculty Director is responsible for:

1. Overseeing allocations in support of general education.
2. Submitting budgetary requests in accordance with the Academic Affairs budgetary process.
3. Advocating for fiscal support for the General Education program and other initiatives of the General Education Subcommittee, as prescribed by the University Educational Policies Committee.

### **Qualifications**

1. Tenured faculty member.
2. History of commitment to general education, e.g., the teaching of general education courses and past participation in the General Education Subcommittee.
3. Evidence of leadership and administrative abilities.
4. Ability to work cooperatively to achieve position responsibilities.
5. Outstanding written communication skills.
6. Understanding of the role of assessment for enhancing student learning.

### **Compensation and term of employment**

1. Assigned time: 15 units per annum for initial three-year appointment. Amount of assigned time subject to review for subsequent years.
2. Summer employment based on actual work days and regular salary.
3. Three-year appointment subject to budget and annual performance review by the Vice Provost in consultation with the University Educational Policies Committee.
4. The University Educational Policies Committee maintains the right to review the necessity of the position after each three-year period.

### **Selection process**

1. Position announcement posted.

2. Committee on Committees will screen candidates and forward the short list to the University Educational Policies Committee and General Education Subcommittee.
3. University Educational Policies Committee and General Education Subcommittee will interview applicants from the short list and forward its recommendation to the Vice Provost.
4. Vice Provost, University Educational Policies Committee Chair, and General Education Subcommittee Chair interviews the finalists.
5. Vice Provost makes final selection after consultation with the University Educational Policies Committee Chair and the General Education Subcommittee Chair.

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