

# **Academic Success Center Faculty Fellows Call for Applications**

**Application Deadline: Noon on Thursday, April 25, 2019**

The Academic Success Center (ASC) provides a centralized location for undergraduate, undeclared and general education advising needs, where all students can obtain assistance regarding graduation requirements, academic disqualification and reinstatement, major exploration, undeclared and pre-nursing advising, class registration, university policies and procedures, and general education petitions.

One new ASC Faculty Fellow(s) will be selected to work with the Faculty Director for Advising and Learning Cohorts (FDALC), the continuing ASC Faculty Fellows, faculty in academic departments and programs, and advising staff and peer leaders in the colleges and Academic Success Center to enhance advising services and student success. With office space in the ASC, the Faculty Fellows advise students, serve as liaisons between the ASC and academic programs, and provide support to learning cohort programs including the Structured Exploratory Emphasis (SEE) General Education programs.

## **Responsibilities of ASC Faculty Fellows**

ASC Faculty Fellows receive 3 WTUs of funded reassigned time each fall and spring semester throughout the appointment. Each Fellow shall consult with the FDALC and other fellows to develop an annual work plan that meets institutional needs, takes advantage of individual faculty strengths and interests, and sustains a manageable workload given the level of assigned time allotted to the position. Each Fellow shall commit a minimum of 4 office hours weekly in the Academic Success Center, primarily utilized for advising or other direct support to students (workshops, events).

In addition to advising/direct support to students, major responsibilities of Faculty Fellows may include:

- Serving as a liaison to advisors in academic departments, programs and colleges.
- Serving as Lead Advisor to one or more Structured Exploratory Emphasis which includes:
  - Advising students participating in SEEs and discuss SEE opportunities with students visiting the ASC (esp. undeclared students and those seeking to change their major).
  - Serving as the ASC liaison to the SEE's affiliated Advisory Committee, attending all meetings and assisting in meeting coordination if requested.
  - Sharing information with SEE faculty and students about campus events and program matters.
  - Organizing at least one faculty gathering each academic year to discuss curricular and programmatic issues.
  - Assisting the FDALC in compiling MOUs, developing catalog copy, and marketing and promoting the SEEs.
- Assisting the FDALC with the development of advising materials and implementing faculty/staff development workshops and training activities to promote effective advising models and practices throughout campus.
- Providing support to students and faculty involved in First Year Intervention programs.

- Supporting students participating in the California Promise program.
- Assisting with orientation and outreach efforts.
- Supporting new initiatives that include an advising component.

## **Qualifications**

- Full-time faculty member at Stanislaus State.
- Demonstrates enthusiasm for and experience with academic advising.
- Demonstrates an understanding of the specific needs and values of our diverse student population.
- Demonstrates knowledge of the specific advising needs of undeclared and change-of-major students.

## **Compensation**

Assigned time of 6 WTUs per academic year (3 WTUs per semester). This is the equivalent of approximately 8 hours/week dedicated to the position during the academic year. In consultation with the FDALC and in accordance with faculty workload policies, Winter and summer work may be available as need is identified and as funding allows.

## **Selection Process**

A committee comprised of the current and/or incoming FDALC, the Academic Success Center Director, an ASC Advisor, and current ASC Faculty Fellows will interview candidates, and make a recommendation to the FDALC for the selection of the new Faculty Fellow. The FDALC shall consult with the Associate Vice President for Academic Affairs before officially selecting the Fellow.

## **Assignment**

The initial assignment will be for two years (Fall 2019-Spring 2021) with a requirement to participate in the equivalent of three days of Faculty Fellow Orientation during Spring and/or Summer 2019 (to be scheduled at times convenient to all Fellows). The Fellow will be paid as a special consultant for the three days of Orientation at the individual faculty members' daily rate. Fellows may apply for a subsequent assignment term.

## **How to Apply**

Applications must be received by noon on Thursday April 25, 2019. Applications should be submitted to Betsy Eudey, Faculty Director for Advising and Learning Cohorts. Applications may be emailed to [BEudey@csustan.edu](mailto:BEudey@csustan.edu) or delivered to the Academic Success Center in MSR 210. A completed application will include the following:

- A letter of interest highlighting your experience and accomplishments related to the position.
- An updated curriculum vitae.

Please direct questions to Betsy Eudey, Faculty Director for Advising and Learning Cohorts at [beudey@csustan.edu](mailto:beudey@csustan.edu)