

Formal Position Description

Position: Coordinator of General Education
Two course release/reassignment for Fall and for Spring Semesters
Summer appointment (up to three credits)
Term: Fall 2009 – Summer 2012

Description: The Coordinator of General Education at Millersville University will be a member of the faculty who will be given release-time/stipend as specified above to oversee the development, promotion, and assessment of the General Education program. The Coordinator will be the faculty's liaison to the administration concerning general education and will report to the Provost or his designee. He or she will be an advocate for the General Education Program and objectives and will work toward enhancing the program in accordance with Millersville University's mission of "providing nationally recognized programs that embrace the liberal arts." He or she will act with the advice and consent of the Faculty Senate, its appropriate committees, and relevant administrators.

Duties:

1. Provide leadership and direction for curriculum development and ongoing modification of the General Education program.
2. 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.
3. Work with the First Year Experience (FYE) Coordinator to provide program and policy direction for first-year learning communities and seminars to include faculty recruitment and development, and monitoring of FYE assessment program.
4. Coordinate with the Assistant Vice President for Institutional Assessment and Planning on outcomes assessment for the General Education program.
5. Coordinate with the Director of the Center for Academic Excellence and other offices to plan and promote faculty development efforts related to the General Education program.
6. Work with the General Education Review Committee (GERC) to provide oversight to the process of General Education course recertification.
7. Advocate for General Education by reporting periodically to the Faculty Senate and Deans' Council.
8. Attend Faculty Senate meetings in order to listen to and participate in discussions related to General Education.
9. Serve as an ex-officio member of GERC.
10. Advise the Undergraduate Course and Program Review Committee (UCPRC) on the General Education curriculum.
11. Compile and present to Faculty Senate and Deans' Council an annual report on the General Education program.
12. Collaborate with GERC in conducting and writing the five-year General Education Program Review.
13. Attend off-site professional development functions.
14. Conduct major and minor administrative and maintenance functions in support of the General Education Program (e.g., prepare budgets, supervise student staff).