

General Education Coordinator

The College of Letters and Sciences is pleased to invite eligible faculty to apply for the position of **General Education Coordinator**. The successful candidate will serve a three-year term beginning in August 2021 and continuing through May 2024. The position includes a 25% (three-credit course) reassignment in both the fall and spring semesters.

Position Responsibilities:

- Provide leadership for the General Education Program, including strategic planning, through close collaboration with General Education Review Committee (GERC) (monthly meetings), the GERC Chair, the Provost's Office (monthly meetings with the Associate Vice Chancellor for Academic Affairs), and stakeholders across the university
- Organize and conduct professional development for Core course instructors
- Direct assessment and program review for the General Education program
- Promote the General Education program to internal and external constituencies
 - Shared responsibilities with College of Letters & Sciences (COLS) Assistant Dean and COLS Curriculum Coordinator including Windows to Whitewater, Transfer SOAR presentations, Hawk Squad training, and others
- Manage program budget
- Represent the General Education Program at ELARC and University Curriculum Committee
- Oversee the annual Everett and Ellen Long Award for the Advancement of General Education
- Reports to COLS Dean

Eligibility:

This position is open to all current UW-Whitewater tenured faculty member with experience teaching in the general education program (includes Core and General Education electives), a Ph.D. or terminal degree in their discipline and strong oral and written communication skills.

Preferred qualifications include experience in academic administration, coordination, and/or faculty leadership role(s), the ability to plan, manage, and bring to completion projects related to teaching and learning, experience with assessment and/or program review, and success in collaborative work and in working with people of different backgrounds, experiences, and opinions.

Application Process:

Faculty who wish to be considered should submit the following (via e-mail) to Mary Pratt, Dean's Assistant, COLS, prattm@uww.edu by Friday, April 16, 2021:

- Letter of Interest including a personal statement of philosophy of General Education
- Updated CV
- Names and contact information for two references
- Acknowledgement from department chair that the successful applicant will be awarded a 25% (three-credit course) reassignment for each semester of the three-year term