

UNIVERSITY OF MASSACHUSETTS DARTMOUTH POSITION DESCRIPTION

OFFICIAL JOB TITLE: Director of General Education
(UG Studies Program)

DIVISION: Academic Affairs
DEPARTMENT: Academic Affairs

BARGAINING UNIT STATUS: AFT

FLSA STATUS: Exempt

REPORTS TO: Associate Provost for Undergraduate Affairs

SUPERVISES: Assoc Director of General Education

SUMMARY OF POSITION: The Director of General Education oversees the University Studies program, including the administration of curriculum and assessment within the program. The Director plans and implements meetings of the General Education Committee and coordinates the course approval process, which includes communicating with faculty sponsors, department chairs, and the Registrar. Along with the Associate Director, the Director coordinates program assessment processes with the General Education Committee and oversees the collection, analysis, and reporting of assessment information. The Director serves as a spokesperson for the University Studies program and develops promotional and informational documents and activities. The Director of General Education assists with NECHE and other accreditation processes that require information about the goals and outcomes of the University Studies program. The Director oversees the University Studies program throughout the non-response period (e.g., summer break). The Director of General Education will initially serve July 1, 2024 through June 30, 2025 and will be eligible for annual reappointment by mutual agreement through June 30, 2027.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES¹:

- Serve as the non-voting Chair of the General Education (Gen Ed) Committee and in that capacity:
 - Schedule and preside at Committee meetings
 - Provide regular reports to the Faculty Senate
 - Communicate the results of Gen Ed Committee decisions to the appropriate faculty, Deans, and the Registrar
- Assist the Gen Ed committee with the collection and distribution of materials related to University Studies course approvals, re-approvals, and assessment
- Serve as the primary liaison to faculty and the administration on behalf of the Gen Ed Committee
- Coordinate implementation of Gen Ed assessment, curricular mapping, and course re-certification
- Annually report assessment results to the Gen Ed Committee and other stakeholders
- Promote regular review of the Gen Ed curriculum and policies by the Gen Ed Committee, facilitate discussions about revisions, and communicate recommendations for curricular and policy changes from the Gen Ed Committee to the Faculty Senate
- Maintain the University Studies website, providing the most current information, including the list of approved courses
- Assist faculty in the preparation of applications for University Studies course approval

¹ Other job-related duties and responsibilities may be assigned and/or the job description may be changed periodically to reflect changing organization needs.

- Liaise with the Registrar on all issues related to University Studies, including the approval status of courses, the approval process in Curriculog, advisement reports in COIN, and related matters as they arise
- Maintain the Capstone Community course site and communicate promptly with faculty teaching Cluster 5 courses about the availability of the discussion boards in the site
- Assist with the preparation of self-study materials regarding Gen Ed for NECHE reaccreditation and interim reporting
- Promote the value of general education and the various features of the University Studies program (e.g., UThemes) to internal and external audiences

MINIMUM QUALIFICATIONS:

EDUCATION: Academic credentials commensurate with current position

EXPERIENCE: Prior experience on the General Education committee or equivalent experience

OTHER: Must be a current full-time member of the UMassD faculty

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Demonstrated knowledge of and experience with the University Studies program
- Demonstrated experience with academic program assessment
- Demonstrated ability to plan and execute independent projects
- Strong communication and organizational abilities
- Ability to manage and update University web pages (training can be provided)
- Ability to perform duties independently and exercise independent judgment

COMPENSATION: One (three credit) course release in each of the fall and spring semesters OR a stipend of \$15,000. The Director may also choose one (three-credit) course release and a stipend of \$7,500.