

Southern Connecticut State University  
Office of Academic Affairs

**Faculty Coordinator for Early College**  
2024-2026

In accordance with university policy for leadership positions for which full-time faculty receive reassigned time from the administration, the Provost is soliciting applications from individuals who are interested in serving as Faculty Coordinator for Early College.

**Position Summary**

Southern's Early College program enables high achieving high school students to take university courses for credit before they graduate. Research has demonstrated that when high school students successfully complete college courses, they are more likely to enroll and complete college degrees. As a social justice institution, we provide our Early College partner high school students with tuition waivers, and fee waivers when they participate in the free and reduced lunch program.

The Faculty Coordinator for Early College will report to the Associate Vice President for Academic Affairs (AVPAA), who provides oversight to the program. The Faculty Coordinator will be responsible for facilitating interaction between prospective high school instructors and department chairs, coordinating course schedules with Deans/Assoc. Deans, and ensuring the quality of courses through ensuring ongoing and consistent evaluation of dual/concurrent enrollment courses and instructors.

The Faculty Coordinator will work closely with enrollment services' Associate Director of Admissions - Early College Coordinator, to ensure students are able to complete new student applications and register for courses. The Faculty Coordinator will work with department chairs to ensure that admissions placements or other criteria are communicated clearly to ensure early college courses align with SCSU courses.

**Specific responsibilities include, but are not limited to the following:**

- Works closely with the EC University Assistant (UA) to facilitate communication between academic departments and EC courses offerings and pathways;
- Facilitates conversations between current EC instructors and department chairs to ensure potential instructor credentials and ongoing EC dual-enrollment course quality (ensuring relevant information is collected through the EC SLATE application portal);
- Works with EC UA to facilitate communication with dual-enrollment instructors about required tasks including roster verification, mid-term and final grades, student opinion surveys, etc.;
- Collaborates with the EC UA, office of faculty development, enrollment management, and student services to provide ongoing and semi-annual (Jan/June) professional development opportunities for EC instructors;
- Collaborates with the Library and Student Affairs to provide support services for early college faculty and students;
- Collaborates with Professional Advising to assist EC students are prepared for matriculation at SCSU;
- Facilitates EC Advisory Council meetings;
- Updates documentation and policies for instructors, schools, and academic departments;
- Available for brief presentations during student orientations;
- Serves as a supplemental resource for students, parents, and counselors;
- Helps to maintain positive relationships with high schools instructors and EC coordinators across Connecticut;

- Pursues accreditation through the National Alliance of Concurrent Enrollment Partnership (which includes attending professional development and assembling data);
- Other duties as arise to continue to encourage matriculation of EC students to Southern.

**Persons seeking this position must have the following qualifications:**

- Full-time, tenured or tenure track faculty member
- Strong understanding of high school teaching and curricular pathways
- Familiarity with early college policies and procedures
- Demonstrated history of ability to work collaboratively and harmoniously in a collegial environment with faculty, staff, and students with diverse backgrounds and varied roles, and with a variety of internal and external groups
- Willing and able to manage ambiguity

**Preference will be given to those applicants with the following experiences:**

- Demonstrated ability to manage a growing program
- Demonstrated ability to align resources with institutional priorities

**Application and Selection Process:**

Persons interested in seeking the position should apply using [the online application form](#).

The deadline for receipt of applications is close of business on **Friday, March 3, 2024**.

The Associate Vice President for Academic Affairs will review the materials of all applicants and will interview selected finalists. The Provost will announce the choice for the position after the successful applicant notifies their Dept. Chair, Dean, and AVPAA of their acceptance of the position.

**Reassigned Time, Effective Date, and Term of Appointment:**

The Coordinator of Faculty Development will receive six (6) hours of reassigned time per semester, as well as one (1) credit of compensation during winter session and one (1) credit of compensation during summer B.

This appointment will be effective summer B term 2024. The term will be two (2) academic years from the date of appointment. The position will be re-advertised in the spring of the final year of the incumbent's appointment. The incumbent will be eligible for reappointment, depending upon the quality of his/her performance during the term in question and providing that the appointment will not substantively interfere with the operation of the person's department.