

Southern Connecticut State University
Office of Academic Affairs
Announces an Opening in a Leadership Role
Liberal Education Program Coordinator
2024-2026

In accordance with the 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 Liberal Education Program Coordinator.

Duties and Responsibilities:

The Liberal Education Program (LEP) serves a key role in achieving the university's strategic plan by providing undergraduate students with a strong liberal arts foundation. The LEP Coordinator works in partnership with a variety of campus divisions to provide vision and leadership in developing and implementing data informed LEP policies that support the academic success of all undergraduate students. The Coordinator reports to the Associate Vice President for Academic Affairs.

Specific responsibilities include, but are not limited to the following

- Provide overall administrative leadership for and oversight of the Liberal Education Program
- Work with faculty, staff, and administrators at SCSU and other CSCU institutions to assure reasonable general education articulation agreements for transfer students (e.g., TAP and AA LAS transfer agreements)
- Consult with Transfer Admissions Services (TAS) on initial reviews of incoming transfer students' records and apply appropriate LEP waivers and course substitutions in collaboration with department chairs, program directors, and transfer committee chairs within the CONNSCU system
- Collaborate with TAS on maintenance of transfer bank records for LEP waivers and substitutions, and UCF/Registrar for policy initiatives and implementation
- Hire and supervise graduate student assistants in the LEP office
- Work with the Deans to ensure that a sufficient number of varied LEP course offerings are available in the appropriate modalities
- Work with the Office of Institutional Research and Assessment to discuss data needs, to request additional assessment data collection, and to interpret patterns
- Work with the UCF leadership and AVPAA to set an annual agenda for implementing and modifying policy based on data
- Address LEP-related questions and issues that arise for SCSU students and faculty members
- Oversee a website and regular communications that support the following: information about LEP structure, philosophy, and policies for faculty, staff, current and prospective students, and external partners such as high schools and community colleges; resources for LEP instructors and academic advisors
- Support LEP-related reaccreditation processes, strategic plan implementation, and educational program innovations in consultation with the AVPAA
- Prepare an annual LEP report for the Provost's Office and UCF leadership

Persons seeking this position must have the following qualifications:

- Full-time tenured faculty member
- Demonstrated experience with undergraduate academic advising
- Superior interpersonal skills and ability to use them to achieve goals

- Experience in university-wide leadership/administrative role (e.g. committee chair/coordinator/or dept. chair, etc.)
- Familiarity with campus policies and procedures and an advocate for student-centered policy creation and implementation
- 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 internal and external groups
- Willing to consider how policy applies to individual, idiosyncratic cases

Preferred

- Demonstrated excellence in teaching LEP courses
- Understanding of university course scheduling and budgeting practices
- Understand spreadsheets and decision-trees, data analytics

Application and Selection Process:

Persons interested in seeking the position should apply using the [online application](#) **between August 1-Oct. 1, 2023.**

The Associate Vice President for Academic Affairs will review the materials of all applicants and will interview selected finalists from among the applicants for the position. The Provost will announce the choice for the position after the successful applicant notifies the AVP AA and the Provost of their acceptance of the position.

Reassigned Time, Effective Date, and Term of Appointment:

The in-coming LEP Coordinator will have one semester of overlap with the out-going (Sp24) in which they will receive three (3) credits. Thereafter, the LEP Coordinator will receive fifteen (15) credits of reassigned time to be distributed between fall and spring semesters based on needs of home department. The LEP Coordinator will be eligible to receive zero-six (0-6) credits of compensation during the summer aligning with the relative workload based on enrollments.

This appointment will be effective the first day of the Spring 2024 semester. The term will be two (2) years from the fall of 2024. The position will be re-advertised in the spring of the final year of the incumbent's appointment. The incumbent may apply for a second and final term.

Revised July 24, 2023 tm