

Position Announcement: Director of General Education

The Mānoa Faculty Senate (MFS), which is ultimately responsible for the quality and content of Mānoa's curriculum, has delegated responsibilities with respect to the General Education (GenEd) curriculum to its General Education Committee (GEC) and associated boards. The General Education Office (GEO) was established by the MFS and the UHM Chancellor's Office to assist the GEC with development and implementation of policies and procedures for the Gen Ed curriculum, as adopted by the MFS on December 8, 1999. The GEO is administratively attached to the Office of the Vice Chancellor for Academic Affairs (OVCAA). The Director of GEO is appointed by the OVCAA and the Mānoa Faculty Senate Executive Committee to oversee the GEO.

The OVCAA is looking to fill the position of Director of the General Education Office. The projected start date is January 2, 2018 but an earlier start date can be negotiated. Qualified candidates will be tenured members of the UHM faculty. The position is an 11- month faculty position with salary and stipend. The initial appointment is for 3 years with annual review by the Associate Vice Chancellor for Academic Affairs with input from the Mānoa Faculty Senate via the SEC.

For best consideration apply by September 15, 2017.

Specific duties of the GEO director in working with the General Education Committee (GEC) include:

- Assist the GEC chair in planning for GEC meetings;
- Attend all GEC meetings, and Focus Board meetings as needed;
- Assist the GEC in the development and implementation of GenEd policy in collaboration with UHM colleges, departments, and offices;
- Determine procedures for implementing GenEd curricular policies in consultation with the GEC and its associated boards;
- Guide and promote GenEd assessment activities in consultation with the GEC, its associated boards, the Mānoa Assessment Committee, and the Assessment Office;
- Coordinate academic program reviews for the GenEd program in collaboration with the GEC;
- Ensure the GenEd curriculum adheres to requirements of external organizations;
- Work to ensure the GenEd program is consistent with efforts to improve graduation rates while maintaining high quality instruction;
- Communicate with the Office of Admissions, Records Office, Council of Academic Advisors, academic departments, faculty members teaching GenEd courses, and other UHM groups/units as appropriate;
- Work collaboratively with GEC, SEC, faculty at large, and administrators within UH as well as with partner institutions on articulation policy and implementation related to GenEd;
- Routinely update the SEC and OVCAA on GenEd activities and needs.

The Director oversees the General Education Office (GEO) and its staff and is responsible for formulating budget requests and managing the GEO budget and ensuring the GEO fulfills its primary functions. The responsibilities of the GEO include:

- Coordinating for the GEC the solicitation and review of GenEd course proposals, including distribution, collection, and processing of necessary forms;
- Providing accurate listings of GenEd requirements and courses in the UHM Catalog and Class Availability.
- Developing and maintaining the GenEd websites;
- Collecting and reporting data on GenEd courses to assist the GEC and other faculty groups in making informed decisions;

- Maintaining records of the GenEd program, including policy decisions and implementation procedures, minutes of meetings, course records, etc.;
- Providing administrative and clerical support for the GEC and its associated faculty groups; and
- Dissemination of GenEd policies and procedures to faculty at large for the development of their GenEd courses.

Minimum Qualifications

- Tenured member of the UHM faculty with PhD.
- Understanding of undergraduate general education.
- Excellent interpersonal, team-building, and communication skills.
- Demonstrated leadership abilities.
- Experience in or working with faculty governance at the department, college, or campus level.

Desirable Qualifications

- Administrative and/or supervisory experience
- Demonstrated ability in undergraduate teaching
- Experience in curricular innovation and assessment

Interested faculty should submit a cover letter and a CV to Jodi Chee at jodichee@hawaii.edu.

For questions please contact AVCAA Debora Halbert at halbert@hawaii.edu.