

**Sonoma State University**  
**Call for Applications**  
**First-Year Experience Pilot Coordinator**

**Description:** Seeking SSU tenured faculty member to coordinate the First-Year Experience “First Class” pilot project beginning upon appointment and continuing through the 2006-07 academic year. This will be a two-year appointment, with the second year contingent on pilot program implementation. The Coordinator will possess a demonstrated passion for first-year student development and pedagogy and an understanding of the unique needs of the new student. The Coordinator will oversee all aspects of the project but will not teach in the project. This position requires collaboration with other faculty members participating in the project to ensure the academic success of the students and that appropriate assessment tools are created and implemented. The Coordinator will lead with energy and creativity and provide direction for the pilot. Current and past Freshman Seminar and FIG instructors are encouraged to apply.

**Responsibilities include:**

- Organizing Learning Teams (LTs) of faculty, student development professionals, and peer mentors and promoting positive working relationships and a sense of collaboration and cohesion;
- Working creatively with LTs to devise:
  - a multidisciplinary, real world, problem-based theme;
  - a syllabus that includes:
    - teaching goals;
    - learning outcomes in writing, critical thinking, information literacy and student development;
    - appropriate reading, writing and group project assignments;
    - appropriate tools and strategies for assessing student performance toward learning outcomes;
    - course materials including reading assignments, films, discussion topics, group projects, etc.
  - a detailed course schedule
  - appropriate, excellent pedagogy in writing and critical thinking
- Initiating and coordinating academic advising, training and on-going support for LT faculty and staff;
- Establishing a protocol to ensure that instructors teach to articulated student learning outcomes;
- Collaborating with LT faculty to articulate and set rigorous academic expectations across all pilot sections;
- Arranging for speakers in the pilot lectures series;
- Working with Admissions and Records, Information Technology and other departments as necessary
- Establishing a faculty development program (mentoring and training) with a team of mentors for the LT as it develops new curriculum;
- Coordinating recruitment and training of peer mentors;

- Promoting collaborative relationships with student development and support services, such as EOP, Residential Life, ACE, Learning Skills Services, and Disabled Student Services.
- Working with Office of Institutional Research to assess and evaluate pilot;
- Maintaining the budget for the pilot;
- Serving on the GE Subcommittee, as an ex officio member;
- Maintaining visibility of the program and educating the university community about the pilot.

**Qualifications:**

- Tenured faculty member;
- Administrative experience and strong organizational skills;
- Excellent oral and written communication skills;
- Established rapport with key library faculty and staff;
- Knowledge of first-year student pedagogy;
- Strong commitment to teaching freshmen and to helping freshmen transition into the university;
- Available in the summer of 2006 to work with incoming students at all Summer Orientation programs and to meet with LTs and mentors;
- Knowledge and experience in developing and implementing program assessment.
- Knowledge and experience with developing assessment tools for various learning goals and styles;
- Knowledge of the Mission, Goals and Objectives (MGOs) of GE;
- Knowledge of the proposal for FYE as described in the white paper “The Whole University Supporting the Whole Student: Educational Foundations for New College Students” (Toczyski and Draper, Dec. 2004);

Coordination position commences immediately upon selection.

**Compensation:** \$4000 stipend for 2005-06 efforts and 4 units release time for each of Fall 2006 and Spring 2007 semesters.

**Application:** Letter of interest and CV are due in Stevenson 1041 by 4:30 PM on July 10, 2005, care of Cynthia Jowers. Applications will be reviewed by the GE Subcommittee and recommendations forwarded to the Provost on July 15, 2005.