



Office of Academic Affairs

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www.uwyo.edu/acadaffairs

October 4, 2013

Dear Colleagues:

The Office of Academic Affairs seeks strong candidates for three positions related to the new general education curriculum that will go into effect in the fall of 2015. Descriptions of the positions – an assessment fellow, a first-year seminar coordinator, and a communications course coordinator – are attached. Applications may be submitted to Erika Prager at ekprager@uwyo.edu until October 18.

Please let me know if you have any questions.

Sincerely,

Alyson Hagy
Interim Associate Provost

Call for Applications Assessment Fellow

The Office of Academic Affairs welcomes applications from UW academic personnel for an Assessment Fellow. The Assessment Fellow will assist with the development and implementation of assessment of student learning processes and procedures for the revised University Studies Program. The Assessment Fellow will work closely with Academic Affairs staff and the University Assessment Coordinators Committee to carry out various assessment of student learning efforts.

The Assessment Fellow will receive approximately 25% release time from departmental duties (based on their individual job description and current departmental expectations) and up to one month of summer salary to work on USP assessment-related issues and tasks. The Assessment Fellow's home department will receive \$12 K to compensate for the replacement of teaching and other duties. This position is for a two-year appointment beginning in January, 2014.

Expected duties include:

- Attending USP Task Force 3 and University Assessment Coordinators meetings.
- Partnering with the University Assessment Specialist and University Assessment Coordinators to develop and implement a concrete plan for assessing the new USP program.
- Creating content for written materials and workshops on how UW will assess the USP 2015 program and how individual USP categories will be assessed.
- Leading short (hour to ½ day) faculty development workshops on assessment through the ECTL during the academic year.
- Leading the assessment effort for the communication course sequence (Com 1, 2, and 3).

Required qualifications include:

- A current academic personnel appointment at University of Wyoming.
- A masters-level degree or higher.
- Knowledge of the methods for developing successful assessment of student learning practices.
- A successful record of involvement in assessment-related activities within a department or program.

Preferred qualifications include:

- Demonstrated academic leadership skills, such as supervisory experience or leadership of committees or complex projects.
- Knowledge of the national landscape, trends, and best practices related to assessment.
- Knowledge and expertise about assessment of student learning processes at UW.

Complete applications will include a short cover letter addressed to screening committee chair University Assessment Specialist, Erika Prager (ekprager@uwyo.edu), curriculum vitae, and a concise statement of interest in the position.

Please submit these materials no later than October 16, 2013. They may be sent electronically or delivered via mail. Applications will be reviewed in late October. We intend to announce the Assessment Fellow by November 4, 2013.

Call for Applications

Communication Course Coordinator

The Office of Academic Affairs welcomes applications from UW academic personnel for a Communication Course Coordinator. The Communication Course Coordinator will assist with the development and implementation of Com 1, 2, and 3 courses for the revised University Studies Program. The Communication Course Coordinator will work closely with faculty to create courses in which students develop skills in written, oral, and digital communication as appropriate to specific disciplines and courses at the introductory, intermediate, and advanced level.

The Communication Course Coordinator will receive approximately 25% release time from departmental duties (based on their individual job description and current departmental expectations) and up to one month of summer salary to work on USP course related issues and tasks. The Communication Course Coordinator's home department will receive \$12 K to compensate for the replacement of teaching and other duties. This position is for a two-year appointment beginning in January, 2014.

Expected duties include:

- Attending USP Task Force 3 meetings.
- Creating content for written materials and workshops on how to develop new Com courses and revise existing Com courses to meet USP 2015 requirements.
- Leading short (hour to ½ day) faculty development workshops through the ECTL during the academic year.
- Leading a week-long faculty development workshop through the ECTL's summer institute.
- Meeting individually and in small groups with faculty developing or revising communication courses.
- Partnering with the Assessment Fellow and University Assessment Specialist to develop and implement a concrete plan for assessing Com 1, 2, and 3 courses.
- Tracking and monitoring the course approval process for Com courses to ensure an adequate number of offerings and to troubleshoot problem areas related to the streamlined course approval process.

Required qualifications include:

- A current academic personnel appointment at University of Wyoming.
- A masters-level degree or higher.
- Knowledge of the methods of instruction and student learning practices in communication.
- A successful record of involvement in course development activities within a department or program.

Preferred qualifications include:

- Demonstrated academic leadership skills, such as supervisory experience or leadership of committees or complex projects.
- Knowledge of the national landscape, trends, and best practices related to communication.
- Knowledge and expertise about assessment of student learning processes at UW.

Complete applications will include a short cover letter addressed to screening committee chair University Assessment Specialist, Erika Prager (ekprager@uwyo.edu), curriculum vitae, and a concise statement of interest in the position.

Please submit these materials no later than October 16, 2013. They may be sent electronically or delivered via mail. Applications will be reviewed in late October. We intend to announce the Communication Course Coordinator by November 4, 2013.

Call for Applications

Coordinator of the First-Year Seminar

The Office of Academic Affairs welcomes applications from UW academic personnel for the Coordinator of the First-Year Seminar (FYS). The FYS is one of three foundation-level courses within the revised University Studies Program. The Coordinator of the FYS will oversee the development and implementation of FYS courses university-wide. The Coordinator of the FYS will work closely with the University Studies Program committee, the FYS sub-committee within the University Studies Program committee, and the Director of the Ellbogen Center for Teaching and Learning, to carry out the planning and development activities specific to the FYS.

The Coordinator of FYS will receive approximately 25% release time from departmental duties (based on their individual job description and current departmental expectations) and up to one month of summer salary to work on FYS activities. The Coordinator's home department will receive \$12 K to compensate for the replacement of teaching and other duties. This position is for a two-year appointment beginning in January, 2014.

Expected duties include:

- Attending USP Task Force 3 meetings.
- Creating content for written materials and workshops on how to develop a First-year Seminar course to meet USP 2015 requirements.
- Leading short (hour to ½ day) faculty development workshops through the ECTL during the academic year.
- Leading a week-long faculty development workshop through the ECTL's summer institute.
- Meeting individually and in small groups with faculty developing or revising First-year Seminar courses.
- Partnering with the Assessment Fellow and University Assessment Specialist to develop and implement a concrete plan for assessing the critical thinking outcomes associated with the First-year Seminar.
- Tracking and monitoring the course approval process for the First-year Seminar courses to ensure an adequate number of offerings and to troubleshoot problem areas related to the streamlined course approval process.

Required qualifications include:

- A current academic personnel appointment at University of Wyoming.
- A masters-level degree or higher.
- Knowledge of critical and creative thinking.
- Knowledge of pedagogy for the implementation of critical and creative thinking student learning outcomes.
- Experience with course development and curriculum design.
- A successful record of involvement in activities related to the development of critical and creative thinking student learning outcomes (e.g., teaching current University Studies Program I and L courses; participant/leader in workshops/seminars promoting critical thinking).

Preferred qualifications include:

- Demonstrated academic leadership skills, such as supervisory experience or leadership of committees or complex projects.
- Knowledge of the national landscape, trends, and best practices related to FYS.

Complete applications will include a short cover letter addressed to screening committee chair University Assessment Specialist, Erika Prager (ekprager@uwyo.edu), curriculum vitae, and a concise statement of interest in the position.

Please submit these materials no later than October 16, 2013. They may be sent electronically or delivered via mail. Applications will be reviewed in late October. We intend to announce the Coordinator of the FYS by November 4, 2013.