

**CALL FOR APPLICATIONS: COORDINATOR OF THE FOUNDATIONAL STUDIES PROGRAM**

The Coordinator of the Foundational Studies Program leads the Office of Foundational Studies, an administrative office that houses the Foundational Studies Council faculty governance body and carries out the tasks and responsibilities required for managing the Foundational Studies Program at Indiana State University. The Office will have part-time support of one Administrative Assistant shared with University Advising.

**Qualifications:** The Coordinator must be a member of the Foundational Studies faculty, having taught or teaching at least one course per year in the Foundational Studies Program, as proscribed by Policy 147 of the University Policy Library (approved by Faculty Senate, and pending approval by the Board of Trustees).

**Term:** This is a 12-month position. The Coordinator is appointed to a 3-year term, with possibility for renewal.

**Duties:** The Coordinator shall be responsible for the following administrative duties in support of the Foundational Studies Program.

- Chair the Foundational Studies Council.
- Review and make decisions on petitions regarding student completion of and transfer of credit to the Foundational Studies Program.
- Review transfer credit for Foundational Studies Program courses as they are added to the TES system.
- Work with departments delivering courses when student accommodations are required.
- Work with departments and colleges to ensure that sufficient courses and seats are being offered each semester in each category.
- Work with departments and colleges on special activities, such as potential learning communities and special events related to Foundational Studies.
- Plan and support faculty development activities for faculty of the Foundational Studies Program.
- Support the Foundational Studies Assessment Plan as chair of the Foundational Studies Assessment Committee.
- Be responsible for all internal and external (web site) information and communication about the Foundational Studies Program and the Foundational Studies Council.
- Administer the budget of The Office of Foundational Studies.
- Work with Academic Affairs as required on university initiatives.

- Represent the Foundational Studies Program and Foundational Studies Council at the following committees: CAAC, Faculty Senate, and Provost's Extended Advisory Committee.

**Remuneration:** The Coordinator will receive a stipend of \$1,000/month, as well as 1 course release each semester (Fall and Spring, in consultation with the Coordinator's department chair and Provost's Office) during the term of appointment.

**Anticipated State Date (negotiable):** July 1, 2023, preferred, or no later than August 1, 2023

**How to Apply:** Please submit the following materials to Kelley Woods-Johnson at [kelley.woods-johnson@indstate.edu](mailto:kelley.woods-johnson@indstate.edu).

- Letter of Interest that articulates past work in Foundational Studies and ideas for the future of the Office of Foundational Studies and Foundational Studies Program.
- CV

**Deadline:** Friday, May 26, 2023

Please direct any questions to Kelley Woods-Johnson at 812-237-7975 or [kelley.woods-johnson@indstate.edu](mailto:kelley.woods-johnson@indstate.edu).