POSITION AVAILABLE: Part-time Lecturer in General Studies

DATE OF APPOINTMENT: Fall Semester, 2019, beginning on August 19, 2019. Possibility of renewal through the academic year. Position availability subject to student enrollment and budgetary constraints.

QUALIFICATIONS: Master’s degree or higher. Salary dependent on education and experience.

FOUNDATIONS OF SUCCESS FOR FRESHMEN

The Department of General Studies (GS) at Cal State East Bay offers “Foundations of Success” courses (GS 101A in the fall and 101B in the spring) that are a major part of the Freshman Year Experience for many of our first-year freshmen. The overarching goals of the GS program are to support students in

- Building communities and networks of support;
- Developing self-agency and growth mindset;
- Practicing strategies for success in college;
- Finding and using campus resources;
- Engaging in community (campus and beyond);
- Understanding major and General Education requirements;
- Exploring internship and career opportunities; and
- Planning for sophomore year and beyond.

More specifically, student learning outcomes for GS are aligned to Cal State East Bay’s Institutional Learning Outcomes and institutional priorities. These outcomes are that, at the end of their freshman year and through their GS coursework, students will be able to:

1. demonstrate critical thinking skills to make informed decisions, solve problems, and modify an approach based on the demands of a given situation;
2. clearly communicate ideas to diverse audiences and for a variety of purposes;
3. demonstrate an understanding of self and personal responsibility, and how they contribute to social identity, well-being, and community;
4. actively participate in collaborative discussions and projects involving groups that represent the diversity within the campus and local community;
5. apply knowledge of sustainability/sustainable practices, diversity, and social justice to engage in and/or address a local, national, or global activity or issue.

Each Foundations of Success course is a 1-unit “activity” section that meets one day a week for 1 h 40 min. each week over each 15-week semester. Student enrollment is typically 20-24 students per section. The course learning management system for Cal State East Bay is Blackboard. Together, GS 101A and 101B fulfill 2 of the 3 required units for GE Area E Lifelong Learning and Self-Development.
POSITION DUTIES

GS Lecturers are required to do the following:

1. Maintain office hours held in the GE Office (SA 1500) per University Office Hour Policy;
2. Attend monthly GS faculty meetings in person or via Zoom/conference call;
3. Attend a Fall Faculty Retreat meeting, scheduled during the week prior to the start of the semester, (date, time, and location TBA);
4. Create a comprehensive course syllabus in accordance with University Course Syllabus Policy and department guidelines (a syllabus template and sample syllabi will be provided) and provide this course syllabus to all your students via Blackboard;
5. Draw upon established GS resources/assignments to deliver and design activities and assignments emphasizing academic success skills, e.g., time management, academic integrity, collaborative learning;
6. Administer mandatory programmatic assessment tools as assigned by the GS department;
7. Accommodate classroom visits for in-class presentations as determined by the GS department;
8. Ensure students comply with all required freshman GS activities, including Major Exploration Workshops, Freshman Day of Service, and the Common Read;
9. Notify and remind students of the University Student Evaluation Policy.
10. Participate in the progress report campaign.
11. Adhere to GS department and University policies.
12. Periodic Evaluation of Temporary Faculty Policy

GS Lecturers may volunteer to do the following:
1. Conduct classroom observations and provide feedback to graduate student teaching associates teaching other GS sections;
2. Work with an undergraduate Peer Academic Coach (PAC) in one or more of your GS sections. GS Lecturers who opt to work with one or more PACs will be compensated for the work.

Successful applicants will be considered and compensated, if qualified, for training and additional responsibilities including but not limited to GS curriculum development, freshman community-building events, and other GS-related initiatives.

APPLICATION: Application review begins in April 2019. Positions are open until filled. New applicants should submit the following items.

1. Letter of application which includes how:
   a. your experience and qualifications have prepared you to teach an academic success course, such as Foundations of Success, for freshmen, particularly to diverse populations of 18-19 year old students (note: successful applicants should demonstrate genuine enthusiasm for helping prepare college freshmen for academic success);
   b. the GS Lecturer position meets your short- and long-term academic/career goals.
2. Current resume or curriculum vitae
3. Unofficial undergraduate and graduate transcripts
4. Three letters of recommendation
Materials should be addressed to the Chair of General Studies/Director of General Education, Dr. Caron Inouye and sent electronically to the General Education Office Manager, Cierra Fabrigas at cierra.fabrigas@csueastbay.edu.

Current GS Lecturers who wish to be considered for re-hire must submit: (1) a letter of application that includes an overview of the specific ways you have supported the GS program during the previous year and your plan to support the program for the upcoming academic year. Include a description of ways in which you supported learning in your FLC, and (2) a current resume or CV.

Note: California State University, East Bay hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee’s identity and eligibility to work in accordance with provisions of the Immigration Reform and Control Act. A background check (including a criminal records check and prior employment verification) must be completed and cleared prior to the start of employment.

As an Equal Opportunity Employer, CSUEB does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran’s status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.