

## Director of the Marquette Core Curriculum

Applications and nominations are sought for the position of Director of the Marquette Core Curriculum for up to three years, beginning summer 2024 and ending with the completion of the spring 2027 term. This is a renewable, half-time teaching reduction, 12-month temporary position, and includes an administrative stipend. The Director of the Marquette Core Curriculum will have a unique opportunity to help shape undergraduate education at Marquette. This position reports to the Vice Provost for Academic Affairs and Student Success.

### Duties

The Director of the Marquette Core Curriculum (MCC) has direct responsibility for the leadership of the Core curriculum and Core learning outcome assessment.

- The Director serves as non-voting chair of the MCC Committee and coordinates the committee's work in the further development, maintenance, assessment and evaluation of the university Core. The director also administers annual calls for course proposals to the MCC and recruits faculty members for Methods of Inquiry courses.
- The director:
  - coordinates with OIRA and the various colleges in order to advise departments on scheduling MCC courses.
  - initiates, coordinates, and supports public programming related to the MCC, including oversight for the program budget.
  - supervises graduate assistant, who maintains the MCC website, builds MOI courses, facilitates communication with MCC instructors, and fulfills other obligations assigned by the Director.
  - responds to student queries and requests related to the MCC.
  - promotes the MCC to students, colleges, departments, and other academic and co-curricular units and offices.
- The Director serves as the program assessment leader for the Core, and is an *ex-officio* member of the University Assessment Committee. Working in coordination with the Assessment Director, the Core Director is responsible for the collection and initial aggregation of Core learning outcome assessments and coordination of the evaluation of assessment evidence by the MCC.
- The Director serves as an *ex-officio* member of the University Board of Undergraduate Studies.
- The Director may be asked to attend national meetings on General Education and Assessment as a representative of the university.
- The Director may have additional duties to work on specific undergraduate curricular and support projects as assigned by the Vice Provost.

## Requirements

- Proven effectiveness in curricular development or revision at least at the department level.
- Familiarity with the MCC and commitment to its continuing implementation and development.
- Demonstrated leader with strong organization and communication skills.
- Experience with program outcome assessment is highly desirable.
- Familiarity with and/or interest in interdisciplinary learning

## Applications

A full application consists of a letter of interest addressing the specific position requirements, curriculum vitae, and the names/contact information for two individuals who can speak to the applicant's curricular experience and effectiveness as a leader. To discuss the position further, contact Vice Provost John Su (288-3476). Application materials may be sent to [John.Su@Marquette.edu](mailto:John.Su@Marquette.edu). **Please submit applications for first screening by Monday, October 16, 2023.** Review of candidates will begin immediately thereafter and continue until the position is filled.

Note: The applicant's Dean must approve the assignment prior to appointment if candidate is a Marquette participating faculty member.