September 3, 2015

Dear Faculty,

As a follow-up to the announcement of our three new administrative positions, I wanted to provide you with a bit more detail about the work in which each of these faculty members will be involved this year. As mentioned early in the summer when the positions were announced, each one of them has been designed to meet the specific needs of our institution as identified in our ongoing faculty discussions, the Middle States recommendations, the ISLA report and the work of the summer planning group. Allocations for these positions are made possible by cost savings associated with the elimination of the Associate Provost position and represent no additional increase to the budget.

In the role of **Associate Dean of Faculty Development, Wendy Morris** will focus on the following:
- Identifying the professional development needs of all faculty and meeting those needs by planning faculty development programs and events on topics related to teaching, research/creative work, and advising (curricular and co-curricular).
- Planning the schedule of the Center for Faculty Excellence (CFE)
- Organizing and leading new faculty orientation for full-time and adjunct faculty.
- Providing confidential individual mentoring for full-time and adjunct faculty, as needed.
- Offering and training others to offer confidential Teaching Analysis Polls (TAPs) and class observations

*NOTE* - In order to serve the faculty most effectively and keep individual discussions confidential, the Associate Dean of Faculty Development will not be involved in any FAC meetings or decisions. Essentially, there will be a "firewall" between the work of professional development and the process of promotion.

In the role of **Director of General Education, Stephanie Madsen** will be focusing on the following:
- Working with faculty to ensure that all general education elements, including January term, have clearly articulated student learning outcomes.
- Developing a sustainable model of assessing these outcomes, in consultation with the Academic Assessment Committee.
- Ensuring that assessment findings lead to meaningful enhancement of our general education program.
- Beginning to prepare materials for our next Middle States evaluation.

In his role as **Assistant Dean of Academic Affairs, Jason Scullion** will be focusing on the following:
- Enhancing the quality and quantity of our experiential learning efforts
- Developing programming related to support of undergraduate research opportunities.
· Collaborating on the development of an infrastructure to ensure undergraduate students will complete more than one meaningful experiential learning opportunity.

It has already been such a pleasure to work with Wendy, Stephanie and Jason in these roles, and I look forward to their continued leadership in the months ahead as they engage all of us in the process of moving these important initiatives forward.

Sincerely,

Julia A. Jasken
Acting Provost and Dean of the Faculty
McDaniel College
410-857-2431