



Program Director for Professional Studies General Education and General Studies (AA and BS)

Pending Budget Approval

Full Time / Salary (Faculty 11 months)

REPORTS TO

The Vice President of Academic Affairs (VPAA) for Professional and Graduate Studies

DEPARTMENT

College of Professional and Graduate Studies

EFFECTIVE DATE

April 1, 2022

JOB SUMMARY

The Program Director for Professional Studies General Education (PSGE) provides leadership and direction for all facets of PSGE administration, including assessment, curriculum development, revision, and scheduling. The PSGE Director is responsible for maintaining a robust array of course offerings in all General Education learning outcome areas for delivery on campus in Bethany and Tulsa, as well as online. The PSGE Director serves as a liaison between a number of academic and operational offices within the University, and collaborates with the General Education Council and traditional faculty colleagues as well as colleagues within Professional Studies. Among the various responsibilities, the highest priority is given to fostering a cycle of continuous improvement while furthering SNU's mission to make Christ-like disciples in higher education.

RESPONSIBILITIES

Essential Functions:

- Work in collaboration with the VP of Intercultural Learning and Engagement (ILE), instructors, course writers, and others, to foster a welcoming culture of inclusive excellence and cultural responsiveness for all learners and instructors in PSGE.
- Recruit and hire highly qualified adjunct faculty committed to academic and inclusive excellence in all programs including the integration of faith and learning and culturally responsive pedagogy and praxis that shapes learners to



understand and function in the world with perspectives that resonate with Christ-centered values and principles.

- Partner with colleagues in Enrollment, Marketing, and Student Success (EMASS) to promote advising efficiency and monitor growth, persistence, and completion in PSGE.
- Participate in the course revision and development process, led by the Center for Learning and Innovation, to confirm the orientation of PSGE course curricula toward best practices in adult learning.
- Work closely with the General Education Director for the College of Undergraduate Studies and the General Education Council to provide alignment and delivery of the University's General Education program to Professional Studies learners.
- Build a schedule of course offerings each term for delivery in Bethany, Tulsa, and online, ensuring broad coverage of learning outcome areas and upper- and lower-division course availability.
- Provide leadership for assessment of all courses offered for General Education credit through Professional Studies, including collection, storage, and reporting of relevant data.
- Oversee administration of General Studies degree programs (AA and BS)
- Verify transfer coursework for all PS learners.
- Receive and analyze instructor feedback and learner course evaluation data, and collaborate with academic and operational colleagues to make improvements.
- Submit appropriate applications to the General Education Council for courses offered in PSGE which can be used to fulfill requirements for traditional students.
- Facilitate the enrollment of traditional students in PSGE courses, and provide consistent and clear communication to traditional students, advisers, and relevant operational areas.
- Teach two courses per term (12 credit hours per year), preferably in PSGE.
- Represent PSGE and adult learners on committees as assigned.
- Collaborate with instructors to ensure University policies related to attendance, grade submission, retention alerts, as well as other operational functions are followed.
- Participate in campus-wide General Education assessment endeavors.
- Perform other duties as assigned by the VPAA for PGS.

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal



Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.

- An understanding of the importance for diversity, inclusion and equity.
- Demonstrated commitment to the value of General Education within a Christian liberal arts context.
- Knowledge and experience in implementation of best practices in adult learning theory in an educational environment.
- Experience in program- and course-level assessment.
- Strong written and verbal communication skills.
- Collaborative and analytical skills.
- Master's degree

Preferred Qualifications:

- Doctoral degree
- Experience in program administration

Supervision Received:

Receives supervision and work assignments from the Vice President of Academic Affairs for Professional and Graduate Studies (VPAA for PGS), the designated supervisor, although other staff members in the unit may provide work direction.

Supervision Exercised:

May be responsible for the coordination of work assignments for faculty, program directors and professional staff in the College of Professional and Graduate Studies.

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

SOUTHERN NAZARENE UNIVERSITY

DIVERSITY STATEMENT

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion



and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

SOUTHERN NAZARENE UNIVERSITY

NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students

Southern Nazarene University

Office of Student Life

6612 NW 42nd St.

Webster Commons, Lower Level Suite 110A

Bethany, OK 73008

405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)

Southern Nazarene University

6729 NW Expressway

Bresee Hall, Room 306

Bethany, OK 73008

405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement

Southern Nazarene University



6729 NW 39th Expressway

Bresee Suite 200

Bethany, OK 73008

405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University

6729 NW Expressway

Bresee Suite 202

Bethany, OK 73008

405-491-6306/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category.

Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment.



programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).