

California Lutheran University

Graduate School of Education

Background:

California Lutheran University invites applicants for a full-time, tenure track Director of Interdisciplinary Education Studies (IES) (known around California as 'Liberal Studies') beginning in the fall of 2021. Successful candidates will have an Ed.D or Ph.D. in the field of Education, and a preferred minimum of 5 years of K-5 teaching experience and 3 years of experience in program directorship. The successful candidate will also be committed to teaching, research, and service at a liberal arts university that is a Hispanic Serving and McNair institution. Strong preference will be given to candidates who have experience teaching/directing in diverse communities and schools as well as a commitment to helping Cal Lutheran students prepare to teach in diverse and underserved communities.

Cal Lutheran is a Hispanic-Serving Institution (HSI) and McNair Institution, and we are looking for candidates with a demonstrated commitment to success working in diverse, multicultural, and multi-racial communities, particularly in mentoring African American, Latinx, and Native American students. Cal Lutheran encourages applicants from all faiths, and advocates for social justice and fairness for all people. Cal Lutheran is an accredited, private, comprehensive university that engages students in critical inquiry and is dedicated to educating leaders for a global society. The campus is located midway between Santa Barbara and Los Angeles and is home to more than 2,800 undergraduate and 1,200 graduate students who come from 48 countries (students on visas) and represent a variety of faiths. Among the Cal Lutheran student, 59% are from underrepresented groups (including foreign national students).

California Lutheran University is a selective, comprehensive institution offering undergraduate and graduate degrees in the liberal arts and sciences, and professional fields. Mentored by dedicated and accomplished faculty members, students pursue their passion and discover their purpose as they seek to grow as individuals. The Interdisciplinary Educational Studies major is designed to prepare students to teach elementary school and leave the program equipped with the knowledge and experience necessary for success in a graduate level teacher education program.

The Interdisciplinary Educational Studies (IES) major at California Lutheran University offers prospective elementary school teachers with an undergraduate academic course of study that provides strong multi-disciplined subject matter knowledge as well as an understanding of how children learn and how they develop in social contexts, and an introduction to the use of teaching methods by applying said methods in over 200 hours of clinical practice. The program is a collaborative endeavor between the College of Arts and Sciences and the Graduate School of Education. The rigorous course of study meets the University mission, the College of Arts and Sciences mission, and student learning outcomes. The education courses provide knowledge and practice that align with California State Content Standards, the Graduate School of Education's mission and vision statement and the California Teaching Performance Expectations. Students complete the program well - equipped in subject matter, pedagogical knowledge, and clinical

practice needed to begin professional preparation in a credential program required to teach public school, or to teach in private or parochial schools.

Teaching Responsibilities

A full-teaching load is usually 3-4 courses per academic semester and 6-8 per academic year. The director will teach the capstone. Other classes are open based on areas of expertise and needs of the program. There is a course release or stipend per semester for being Director of IES.

Eligibility Requirements:

Successful candidates will have an Ed.D or Ph.D. in the field of Education (ABD acceptable as long as degree is in hand by August 2021), along with a preferred minimum of 5 years of teaching experience (K-5) and 3 years of experience in program directorship. Eligible applicants for this position include: U.S. citizens, U.S. nationals, U.S. permanent residents (holders of a Permanent Resident Card), foreigners currently holding work eligible visas (H-1B), graduate students ready to convert their status, and individuals granted deferred action status under the Deferred Action for Childhood Arrivals Program (depending on the status of this program at the time of application), political asylees, and refugees. Cal Lutheran values diversity in all forms, including race, ethnicity, national origin, religion, gender, age, disability, and sexual orientation.

Stipends and Benefits:

This is a full-time, benefits eligible position.

Evaluation Criteria:

Candidates will be assessed based on the following criteria:

The candidate must:

- 1) Have an Ed.D or Ph.D. in Education from an accredited university (ABD acceptable as long as degree is in hand by August 2021)
- 2) Be committed to promoting diversity, equity, and inclusion in the program and supporting the robust HSI and McNair programs at Cal Lutheran University.
- 3) Have a preferred minimum of 5 years' experience in teaching preferably in TK-5 and diverse communities
- 4) Demonstrate effective teaching that is culturally responsive and uses active learning strategies
- 5) Have a minimum of 3 years in program development
- 6) Have the ability and passion to advise and mentor students in the program
- 7) Maintain a relationship with the Graduate School of Education and attend necessary meetings for the GSOE
- 8) Have a demonstrated research agenda, preferably in diversity, equity, and inclusion

- 9) Have a demonstrated knowledge of California Teaching Commission rules and guidelines
- 10) Have the ability to effectively communicate with University faculty who serve as interdisciplinary faculty for IES and department chairs across the University
- 11) Have the ability to create program documents such as reviews and a handbook and develop a system for gathering review data for mandated reports.

Required Materials

Application Instructions: Please apply on-line at <https://careers.callutheran.edu/postings/>

Make sure to include the following with your application:

- 1) Cover letter that specifically addresses how you meet the qualifications of the position and how you are prepared to support the HSI and McNair designation of Cal Lutheran and adapt to the needs of underserved and first-generation students
- 2) Curriculum Vitae/Resume
- 3) Statement of teaching philosophy that addresses your experience and/or motivation to teach, mentor and engage students from diverse and underserved backgrounds
- 4) Statement of research and any other scholarly/creative activities pertinent to your professional identity and how you will continue these activities as Director of the IES program
- 5) Three (3) letters of reference (to be uploaded through the “postings” portal)

The Undergraduate Program Director of IES is responsible for the following:

Teaching and program development

- Pursues effective engaging teaching and program development of IES courses and policies.
- Works in collaboration with all interdisciplinary faculty and courses to maintain and develop the IES program.
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Promotion and Recruitment

- Promotes diversity, equity, and inclusion in all things throughout the program, the university, and the community.
- Participates in School- and University-level marketing and recruitment planning.
- Participates in the creation of general program-related messaging, copy-editing and decisions concerning the creative design for program-related material.
- Continuously ensures accuracy and efficacy of program website(s)
- Closely cooperates with the Division of Marketing and Enrollment Management

Student Affairs

- Along with Department Chairs, serves as a major liaison with students, and holds office hours for students in the program and/or meets with students upon request.
- In cooperation with the School and other Program Directors, creates extracurricular activities / program enhancements for students.
- Creates or assists in the creation of program handbooks or similar materials for students.
- Reviews and makes decisions on, as appropriate, student petitions, grade appeals, etc.

Faculty Affairs

- Assists the Department Chairs in the identification, selection, on-boarding and mentoring of full-time faculty members for both traditional undergraduate and Professionals programs
- In cooperation with the Department Chairs, identifies, selects, on-boards and mentors adjunct instructors for both traditional undergraduate and Professionals programs
- In cooperation with Department Chairs, assists faculty members in the creation of syllabi, and reviews course syllabi
- Holds meetings as needed with full-time and adjunct faculty members of the program, and/or provides input to the periodic School-wide faculty meeting
- Is available to faculty members for consultation
- Builds a functioning system for the dissemination of data and innovation and the exchange of best practices
- Creates or assists in the creation of program handbooks or similar materials for faculty members
- Ensures that academic advising within the program works smoothly and effectively
- Assists Department Chairs in the evaluation and professional development of full-time faculty members

General Program Administration and Program Development

- In close cooperation with the Dean of the College of Arts and Sciences and the Director of Teaching Effectiveness, develops and periodically revises program mission and curriculum
- Approves requests to the University Curriculum Committee and other committees, as appropriate, for proposed changes to the Program
- In close cooperation with the Director of Teaching Effectiveness, develops program learning outcomes in alignment with university-level and school-level learning outcomes
- Assures that course syllabi are current, available, and compliant with relevant guidelines (including, but not limited to learning outcomes, assessment, choice of textbooks, etc.)
- In close cooperation with the University Director for Teaching Effectiveness, the Undergraduate Program Director plans, implements and participates in periodic program reviews
- Assures accuracy and currency of catalog information
- Reviews course evaluations of full-time faculty and adjunct instructors and discusses results with faculty members as appropriate and in close coordination with Department Chairs
- Selects or assists in the selection of; trains; mentors; and supervises program staff, and graduate assistants.
- Closely coordinates activities with Undergraduate Admissions

Community and Corporate Outreach

- Identifies and builds relationships with key partners in relevant sectors / industry
- Organizes and/or assists in the organization of public events

- Identifies internship, employment, service learning, project, or research opportunities for students
- Speaks at public events
- Maintains an active presence in social media channels
- Keeps relations, where appropriate, with other universities, professional societies, and accreditation agencies
- Participates in the creation and maintenance of mailing lists and contact databases
- Identifies and pursues grant opportunities for the program and co-ordinates grant writing activities

Alumni Relations

- Attends commencement and participates in the organization of any commencement-related activities
- Assisted by University Advancement / Alumni Relations, maintains a database of program alumni
- Participates in relevant events for alumni

Other

Updates as of Fall 2020 Census:

- Undergraduate population: 2,963 (2,719 TUG & 244 Professionals)
- Graduate population: 1,273
- Countries: there are two numbers we usually report. The first is foreign nationals (those on visas). That number is 47. The other is all countries, which includes foreign nationals, dual citizens, and permanent residents. That number is 63.
- Underrepresented: 45.2%
- First generation: 22% (first time freshmen)
- Participates in planning processes at both the School, GSOE and university level, including strategic and operational planning (e.g. enrollment planning, marketing planning, budget planning)
- Participates in School-level meetings (College of Arts and Science and the Graduate School of Education) such as the Program Directors' Meeting and The GSOE Department of Teaching and Learning and initiatives (e.g., new program development, faculty searches)
- Organizes, participates in, and supports a system of quality assurance in the program and at the school and graduate level
- Maintains records and reports, as directed, to the Deans of Arts and Sciences and the Graduate School of Education
- Coordinates activities through meetings and personal interaction with department chairs, the associate dean, and the dean (School and GSOE)
- Coordinates activities and cooperate with the Graduate School of Education
- Assessment, particularly with regards to accreditation requirements
- Participates in university-wide regular and ad hoc committees and initiative
- Closely communicates and cooperates, as necessary, with other units on campus.