

Core Coordinator

Position Description

The Core Coordinator will be a tenured full-time faculty member. This individual will serve as Chair of the Core Advisory Committee, a standing subcommittee of the Board of Instruction. The Core Coordinator may attend all Board meetings as a non-voting member of the Board of Instruction.

Specific responsibilities include the coordination of all duties of the Core Advisory Committee. These include coordinating the following:

- Development of guidelines and review process for considering courses proposed for the Core.
- Partnership with the First-Year Seminar Coordinator as the themes of the Franciscan Concern courses and the First-Year Seminar are interrelated.
- Participation of Core faculty and other stakeholders in the development and implementation of the assessment process and plans for the Core.
- Continued conversation with the Siena community and other stakeholders focused on the continuous improvement of the Core.

The Core Coordinator receives a one-course reduction each semester.

Term of Office

A two-year commitment is required, with the eligibility to renew for a second term. The Coordinator may be removed by a 2/3 vote of the Board of Instruction, following a full review.

Reporting Responsibilities

As Chair of a standing subcommittee of the Board of Instruction, the Core Coordinator reports through the Board of Instruction to the Vice President for Academic Affairs regarding academic policy and curricular matters. In administrative matters such as unit plans, job performance, yearly reports and budget, the Coordinator reports directly to the Vice President for Academic Affairs.