

# 2018 GEP 101 INSTRUCTOR APPLICATION

Missouri State University  
First-Year Programs

## Directions:

- Please review the *GEP 101 Instructor Selection Criteria & Course Goals and Objectives* provided here.
- Complete the Instructor Application on Pages 3 & 4.
- With this fillable form, you have two options for submission:
  - You can fill in the form, print it & return it to the First-Year Programs Office (UNVH 205).
  - You can fill in the form, save the form with **YOUR NAME** in the file name, and email it to [firstyearprograms@missouristate.edu](mailto:firstyearprograms@missouristate.edu)

## Instructor Selection Criteria for GEP 101

(Revision approved by First-Year Council Fall 2017)

Dear Faculty and Staff:

Thank you for your interest in teaching GEP 101 for Fall 2018. In this application, you will find information regarding the course goals and objectives, instructor requirements, and additional information.

All faculty and staff who apply for a position and are selected by the Director must also receive approval from their appropriate director/department head/supervisor as well as First-Year Council. This council is comprised of representatives from the various colleges and divisions of the university. See following page for compensation schedule, based on classification.

### Summary of Required Criteria for GEP 101 Instructor Selection:

- Master's Degree or higher.
- First priority to full-time faculty and staff. Instructor must be employed at MSU during the semester they are teaching. As a reminder, staff must make arrangements with their supervisor for an equivalent adjustment in daily work schedule.
- Agree to course requirements listed on page 4.
- **NEW Completion of mandatory three-hour Instructor Development Workshop** (choose from Monday, April 2nd, 4-7pm OR Saturday, April 7th, 9am-noon) **and one-hour workshop** (a selection of various topics and dates will be announced).

### Summary of Preferred Criteria for GEP 101 Instructor Selection:

- Experience teaching first year students.
- Status as a returning GEP instructor (with at least average course evaluation scores, grades submitted on time).
- Scholarly research or presentations related to the first-year experience. (E.g., pedagogy, learning communities, service-learning, etc.).
- Involvement in retention and/or student success related committee work or service.
- Current Master Advisor certification. For registration information: <http://www.missouristate.edu/advising/>
- **NEW** Willingness to send one or more follow-up emails during the spring semester to touch base with the instructor's fall GEP students.

Instructors who meet the preferred criteria will be given additional consideration.

**Deadline to apply for first consideration: Friday, February 16, 2018.**

**For application information:** <http://www.missouristate.edu/FirstYearPrograms>

<b>GEP 101 Compensation Schedule</b>	
Classification of Faculty/Staff	Compensation per section
Professor	3,200
Associate Professor	2,800
Assistant Professor	2,400
Instructors/non-tenure track/per course	2,400
Staff with doctorate	2,400
Staff with masters	2,400

### **GEP 101 Course Goals & Objectives (*Effective Spring 2013*)**

**Goal 1: Students will develop the necessary skills to be academically successful and will understand the role of scholarship in the University and in larger society.**

Objective A1: Students will develop information literacy, critical thinking, and communication skills in an academic area by successfully completing a research project or scholarly paper and orally presenting a summary of findings.

Objective B1: Students will develop knowledge and skills related to student success. (e.g., Goal Setting, Learning Styles, Study Skills, Time Management, Personal Finance, Graduation Plans, etc.)

Objective C1: Students will follow policies and practices of academic integrity and ethical behavior expected in the academic community.

**Goal 2: Students will comprehend the importance of the University's Public Affairs Mission, which includes community engagement, cultural competence, and ethical leadership.**

Objective A2: Students will be able to articulate and apply the University's Public Affairs Mission through a critical analysis of a common reader.

Objective B2: Students will create a collaborative group project, presentation, or participate in a service activity that illustrates the connection of the Public Affairs Mission to an academic course topic.

Objective C2: Students will be exposed to divergent perspectives in order to build an understanding of how diverse ideas strengthen a community.

**Goal 3: Students will establish campus connections and a supportive network of faculty, staff, and other students to facilitate a successful transition to the university.**

Objective A3: Students will identify avenues for participation in student organizations and co-curricular activities.

Objective B3: Students will establish effective working relationships with their instructors, academic advisor, and other campus personnel as necessary.

#### **Catalog Description**

An integrative and interdisciplinary experience that addresses public affairs issues and individual choices promoting academic success. Required of all freshmen during their first semester. Honors students must substitute UHC 110 for this class.

*\*Course goals and objectives revised and approved by First-Year Council, Spring 2013.*

# GEP 101 INSTRUCTOR APPLICATION

First Consideration Deadline: Friday, February 16, 2018

Name:

Bearpass/M#:

Home Address:   
*Street*

*City*

*State*

*Zip*

College:

Phone number:

Department:

Campus phone:

Office Address:

MSU Email:

**Stipend Choice:**

- Supplemental Pay
- Part of Job
- Transfer Funds to Dept

Staff Classification Status:

Role:  Staff:  Exempt  Non-exempt, hourly

**OR**

Faculty

Faculty Rank:

(e.g., Assoc Prof, Sr. Instructor, Per-Course)

**Highest Degree:**

- Masters
- Doctorate

Number of Sections you'd like to teach\*:

*\*Per Provost Einbelig's directive, only faculty may teach more than one section unless you already teach one section as part of job.*

**What days/hours are you available?**

(We may not be able to accommodate your first preference, due to new course scheduling requirements. Therefore, please list as many options. Any adjustment to course schedule must be finalized prior to SOAR registration.)

**What do you perceive as the value for students of a required first-year seminar, such as GEP 101?**

**Are you interested in teaching one of these designated sections?** (See Pg. 5 for descriptions)

- First Generation, College Dedicated
- College Dedicated

Would you like a Peer Leader, if available? (See Pg. 5 for description)  Yes  No  Maybe

**If yes, describe how you would utilize a Peer Leader in your classroom:**

Instructor's immediate supervisor:

Supervisor's email address:

Current Master Advisor certification?  Yes  No

Years of experience teaching first year students:

Please list any of your scholarly research/presentations related to the First-Year Experience (if applicable):

Please list any involvement in retention or student success related committee work or service:

Any additional information you would like to share:

**In an effort to improve course consistency, and based on suggestions from First-Year Council and end-of-semester instructor feedback, we are asking all instructors to agree to the following course requirements.**

- Meet the required course goals and objectives, including 1:1 meetings with students outside of class at least once during the semester.
- Follow up at mid-term with students in academic difficulty.
- Use plus/minus grading in all sections of GEP 101. Note: Faculty may “opt out” upon request, as per faculty handbook policy.
- Require four-hour public affairs service activity.
- Per university policy, must hold a final exam and/or culminating final activity during the university’s assigned final exam schedule.
- NEW Use Common Reader and common text book (*Step By Step*), along with common assignments (e.g., Common Reader, Title IX, ReSearchPath, 4-Year plans) and matrix for the purpose of General Education assessment.
- NEW Agree to use Blackboard.
- NEW Notify FYP when cancelling class (per Faculty Handbook section 4.5.1.2. Meeting Classes; see page 5)
- NEW Instructors will be required to submit their end-of-semester detailed student grades to FYP.

By signing or typing my name below, I agree to the aforementioned requirements.

Signature:

Date:

## Descriptions

---

### **Peer Leaders:**

A Peer Leader is a mentor for students who has learned from experience and has developed skills to successfully guide other students as they enter college. A Peer Leader uses his or her positive attitude, exemplary academic work, interpersonal skills, and personal experience to assist first-year students in their transition to university life. Peer Leaders pair up with a GEP 101 instructor and help educate students on topics including campus involvement, time management, critical thinking, campus resources, the public affairs mission, and more.

### **College Dedicated:**

Students from a particular college are scheduled in the same GEP 101 section. All GEP 101 course goals and objectives must still be achieved but an additional emphasis on opportunities within the college would be integrated within the course.

### **First Generation College Dedicated:**

Though definitions of first generation students vary, Missouri State defines them as students for whom neither parent has graduated from a four-year institution. According to national research, as well as data provided by Missouri State, these students graduate at a lower rate than students who are not first-generation. Dedicated sections, organized by college, are offered to support these students.

### **Notification to FYP office of cancelled class:**

From *Faculty Handbook*, 4.5.1.2. **Meeting Classes:** Faculty members are expected to meet their assigned classes or to see that suitable alternate arrangements have been made for learning experiences for their students in the case of a required absence of the instructor because of unusual circumstances or because of attendance at a professional meeting. When instructors are unable to meet a class because of illness, they must call the departmental office and make arrangements to notify their classes concerning the cancellation of classes and new assignments or to make other arrangements for the classes that will be missed. Faculty who wish to request a religious accommodation to miss class should consult the Policy Library, Op 1.02-1 Accommodations for Religious Observances Policy.