

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

invites applications for the position of:



Associate Provost for Faculty Affairs and Development (Admin III)/ Academic Affairs (Revised)

SALARY: Depends on Qualifications

OPENING DATE: 02/02/18

CLOSING DATE: Continuous

OVERVIEW:

Employment Status: Full-time, regular "exempt" position, included in the Management Personnel Plan (MPP).

Work Schedule: Monday through Friday, 8:00 am – 5:00 pm, occasional evening and weekend hours.

Salary: Salary commensurate with experience and qualifications.

First Review Deadline: This position will remain open until filled. Applications will be reviewed beginning March 16, 2018.

About the University:

CSUSB is a preeminent center of intellectual and cultural activity in Inland Southern California. Set at the foothills of the beautiful San Bernardino Mountains, the university serves more than 20,000 students each year and graduates about 4,000 students annually. CSUSB reflects the dynamic diversity of the region and has the most diverse student population of any university in the Inland Empire, and it has the second highest African American and Hispanic enrollments of all public universities in California. Seventy percent of those who graduate are the first in their families to do so. For more information on the campus, please visit the [CSUSB website](#).

Please attach a cover letter, resume (or curricula vitae) and diversity statement. The diversity statement may include your interpretation of diversity, inclusion, gender equity and must include specific examples of how your educational/professional experiences, background/philosophy has prepared you for the role you are applying for at California State University, San Bernardino. (Maximum 250 words)

TYPICAL ACTIVITIES:

Reporting to the Deputy Provost for Academic Programs, the Associate Provost for Faculty Affairs and Development is a key member of the Academic Affairs leadership team and provides administrative leadership and oversight to the Office of Faculty Affairs and Development. The Associate Provost is responsible for all faculty and academic professional matters relating to personnel and provides advice to the Provost, Deputy Provost, the college deans, and the department chairs on all facets of faculty personnel administration and faculty development. The incumbent is expected to provide vision and leadership for new faculty, orientation and training for department chairs, college deans, and inclusive faculty development. The incumbent must show evidence of a commitment to cultural diversity, familiarity with collective bargaining environments and working with faculty in an environment of shared governance. The Associate Provost recommends long- and short-range plans and keeps abreast of other program planning to identify faculty personnel needs and policy implications. The Associate Provost leads a team of support staff. The Associate Provost of Faculty Affairs and Development serves as the campus liaison with the Chancellor's Office and other CSU campuses on faculty matters and as a member of CSUSB's Administrative Council and Academic Affairs Council. The Associate Provost is also the administrative representative on the Faculty Affairs Committee of the Faculty Senate and liaison with the Faculty Union. The Associate Provost is also an integral team member in the advancement of CSUSB's Strategic Plan in the areas of diversity, tenure track faculty density, and faculty development.

Duties and Responsibilities:

- Provides administrative leadership to the Office of Faculty Affairs and Development
- Manages the day-to-day operations of the Office, including staff and budget
- Oversees academically-related matters concerning Faculty, Coaches, Librarians, and Student Support Professionals, as well as Academic Student Employees, Teaching Associates, Graduate Assistants, and Instructional Student Assistants
- Oversees the coordination of diverse faculty recruitment, management of the reappointment, promotion and tenure process, the resolution of grievances and the investigation of complaints and implementation of the terms of the collective bargaining agreement
- Manages faculty evaluation processes including the reappointment, promotion, and tenure of faculty
- Oversees orientation and training programs, the Faculty Early Retirement Program (FERP), Labor Relations and the Faculty Mentoring Network
- Supervises the maintenance of Academic Personnel records
- Supports the Provost and Deputy Provost in related areas as needed

MINIMUM QUALIFICATIONS:

- An earned doctorate or terminal degree
- A record of teaching, research/scholarly and creative activity and service sufficient to warrant a tenured appointment in one of the departments of the University
- Experience in working within a collective bargaining environment

- Demonstrated commitment to practices that foster diversity, inclusion, and equity in a University context
- Successful administration experience at or above the level of department chair or equivalent
- Knowledge of and experience with faculty personnel policies and procedures
- Knowledge and understanding of shared governance
- Strong organizational and communication skills
- Demonstrated ability to supervise and manage office personnel successfully

Preferred Qualifications:

- Experience in mediation and working in a fast-paced environment

SUPPLEMENTAL INFORMATION:

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter. Visit the Human Resources Conflict of Interest webpage link for additional information: <http://hrd.csusb.edu/conflictInterest.html>

This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment and on a two-year basis thereafter. (Executive Order 1096)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.csusb.edu>

5500 University Parkway
San Bernardino, CA 92407
(909) 537-5138

HRRecruits@csusb.edu

Position #2017-00675R
ASSOCIATE PROVOST FOR FACULTY AFFAIRS AND
DEVELOPMENT (ADMIN III)/ ACADEMIC AFFAIRS
(REVISED)
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Associate Provost for Faculty Affairs and Development (Admin III)/ Academic Affairs (Revised) Supplemental Questionnaire

- * 1. Are you a current CSU San Bernardino employee?
 - Yes
 - No
- * 2. What is your current classification title at CSU San Bernardino? (This should be your classification rather than your working title.) If you are not affiliated with CSU San Bernardino, please write in Not Applicable.
- * 3. What is your highest level of education?
 - High School Diploma or GED Equivalent
 - Associate/ Vocational Degree or Equivalent
 - Bachelor's/ Undergraduate Degree or Equivalent
 - Master's Degree or Equivalent
 - Postgraduate Degree or Equivalent
- * 4. How many years experience do you have working in a collective bargaining agreement environment?
 - Less than one year of experience
 - 1 year but less than 2 years of experience
 - 2 years but less than 3 years of experience
 - 3 years but less than 4 years of experience
 - 4 years but less than 5 years of experience
 - More than 5 years of experience
- * 5. Please explain how your experience matches the requirements of the Associate Provost for Academic Personnel position; be specific and provide dates.
- * 6. Did you attach a cover letter, diversity statement and resume with application materials? (All items are required. Failure to attached documents will disqualify your application)
 - Yes
 - No
- * 7. Did you complete all portions of the application? (Stating " See Resume" will disqualify your application)
 - Yes No

- * Required Question