

Associate Dean Job Description CSU Fullerton

The Associate Dean of Education is a key member of the Dean's staff and plays an important leadership role in the College. The Associate Dean represents the College in the absence of the Dean and works with the Dean in developing the vision and goals for the College. Monitors and assists in managing class scheduling, enrollments, and part-time budget allocations. Assists in developing strategies to pursue College-wide priorities, such as its commitment to just, equitable, and inclusive education. Collaborates with College Departments to develop effective support for online teaching and learning.

Oversees and coordinates the review processes of all curricular elements in the College. Coordinates the planning and effective use of instructional, office, and support space toward meeting College and University goals. Oversees the College's annual HR evaluation process; coordinates staff recruitment, hiring, and classification; and serves as management supervisor for most College staff.

Reviews and processes academic petitions and works with Assistant Dean and Chairs in addressing student grievances, issues, and problems. Provides leadership and oversight for the College assessment and accreditation functions and coordinates preparation of College reports including state (CTC) and national (NCATE/CAEP) accreditation reports and reports to the university, state and CSU system. Serves as the Dean's liaison to College committees and represents the College on various university and community committees and at events throughout the year. Coordinates College and university award, grant, and recognition opportunities.

The Associate Dean acts independently within functional and organizational policy guidelines. She or he may be responsible for the achievement of division goals and objectives. She or he serves as the prime internal contact and briefs executive management on critical issues. More specifically, the Associate Dean's oversight and responsibilities are in the following areas:

Enrollment Management and Curriculum: Monitors class scheduling, enrollments, and part-time faculty budget allocations, and collects, organizes and distributes enrollment and resource data. Oversees and coordinates the review processes of all curricular elements in the college, including new course proposals and new degree/concentration proposals

Online Teaching and Technology: Coordinates and oversees the assessment and integration of technology through the courses and programs within the College. Develops plans for supporting online pedagogy and teaching with technology.

College and University Committees: Represents the college on university committees and chairs the College Curriculum and Research Committee

Assessment, Program Review, and Accreditation: Assists the Dean and the Director of Accreditation and Assessment with accreditation review processes and with writing and editing the college's annual report. Works closely with the Director of Accreditation and Assessment as well as the departments to strengthen the assessment processes for courses and programs.

Facilities and Space: Coordinates the planning and effective use of instructional, office, and support space as well as the use of materials, equipment and technology toward meeting college and university goals

Staff & Faculty Hiring and Human Resources Processes: Assists Dean in implementing campus HRDI policies that promotes the recruitment, professional development and retention of a highly qualified, diverse faculty and staff in the college. Oversees the college's annual staff performance evaluation process. Serves as a resource and contact to the Offices of Academic Affairs and HRDI regarding all staff HRDI processes including employee relations matters.

Diversity and Inclusion: Supports the delivery of individual and organizational needs in the areas of diversity and inclusion.

Student Petitions and Issues: Reviews and processes academic petitions and works with the Assistant Dean of Student Affairs and the chairs in addressing student grievances, issues and problems. Represents the College on the University Petitions Committee.

Student Success Initiatives: Participates in campus and College-based student success efforts.

Corporate and Community Engagement: Works closely with the Dean and the Director of Development and provides assistance in development activities

Liaison for Development of Off-Campus Programs: Serves as the college's liaison for discussion and development of off-campus programs;

Other duties as assigned.

ESSENTIAL QUALIFICATIONS

Candidates must have held or currently hold a tenured position at an accredited higher educational institution in an Education discipline (or equivalent). They must possess an earned Ph.D. or Ed.D in a field or discipline relevant to the College of Education. In addition, candidates must be able to demonstrate:

- Knowledge of campus policies and systems
- Ability to use technology to effectively manage budgets, enrollments, class schedules, and space planning
- Excellent oral, written and interpersonal communication skills
- A record of excellence in teaching, research/creativity and service at the level of Associate Professor or Full Professor
- Successful leadership and supervisory experience (minimum 3 years). Examples of appropriate leadership or supervisory experience would include, but are not limited to, department chair or vice chair or chair of a campus-wide committee.

- Dedication to the mission of the University and to the full range of programs in the College of the Education
- Commitment to collegial governance
- Commitment to diversity and issues of just equitable and inclusive education
- Evidence of involvement with the external community
- Commitment to just, equitable and inclusive education
- Knowledge of current national and state accreditation processes
- Knowledge of teacher credentialing

For more information please go to <http://hr.fullerton.edu/jobs/>