



Office of Faculty Affairs
<http://csulb.edu/aa/personnel> 562-985-4128

Position Description
Associate Dean for Credential Programs and
Community Engagement
College of Education

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| RECRUITMENT # | 1013674 |
| POSITION TITLE | Associate Dean for Credential Programs and Community Engagement Administrator Level III (12-Month, Full-Time) |
| EFFECTIVE DATE | On or about August 19, 2019 |
| SALARY | Commensurate with qualifications and experience |
| REPORTS TO | Dean, College of Education |

Minimum Qualifications

- An earned doctorate from an accredited institution
- A record of excellence in university teaching, scholarly and creative activity and service at the level of Full Professor appropriate for retreat rights in one of the College of Education's academic departments
- Administrative experience at the level of department chair, program coordinator, etc.
- Leadership experience with credential/ licensure programs in education
- Experience with state and/or national accreditation processes
- Commitment to and experience with shared faculty governance
- Demonstrated collaborative leadership, mentoring, and management skills
- Demonstrated commitment to diversity, equitable education, and inclusive excellence
- Excellent oral, written and interpersonal communication skills

Desired/Preferred Qualifications

- Experience with successful internal and external partnerships e.g., interdisciplinary programs, community partnerships, etc.
- Leadership experience and expertise in building and maintaining relationships with PK-16 partners
- Experience with program assessment
- A record of fostering interdisciplinary collaboration and curriculum development
- Successful experience in developing data systems and using data to inform continuous improvement

Duties

Assume a range of duties as a key member of the leadership team of the College of Education with particular responsibilities in areas that may include, but are not limited to:

- Supporting undergraduate and credential programs
- Providing guidance and oversight in curriculum process
- Promoting student success through student services
- Providing ongoing leadership role in the College's assessment and accreditation process
- Promoting outreach and recruitment in the College
- Promoting collaborative efforts within the university community and through PK-16 partnerships

- Providing ongoing leadership for clinical practice partnerships and placements

CSULB seeks to recruit administrators and faculty who enthusiastically support the University's strong commitment to the academic success of all of our students, including students of color, students with disabilities, students who are first generation to college, veterans, students with diverse socio-economic backgrounds, and students of diverse sexual orientations and gender expressions. CSULB seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the People of California, to maintain the excellence of the University, and to offer our students a rich variety of expertise, perspectives, and ways of knowing and learning.

Required Documentation:

- Current curriculum vitae
- Letter of application that specifically addresses the Minimum and Desired/Preferred Qualifications in the position description
- Copy of transcript from institution awarding highest degree
- Names and contact information for three current references
- Finalists will also be required to submit a signed SC-1 form, three current letters of recommendation, and an official transcript

Conflict of Interest

The duties of this position will include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interests on an annual basis, complete ethics training within 6 months of appointment, and take this training every other year thereafter.

Background Check

A background check (including a criminal records check and telephone reference check with most recent employer) 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.

General Information

The person holding this position is considered a "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 Revised July 21, 2017 as a condition of employment. All management and executive employees shall be required to provide a written statement to the appropriate administrator of any and all outside employment at the time of hire or appointment and annually thereafter. Employees shall also provide a written statement of outside employment if a written request by an administrator is made.

How to Apply

Review of applications will begin no sooner than December 20, 2018. Position open until filled. To apply for this position, click "Apply Now" on this page: www.csulb.edu/AssociateDean-CED. To ensure full consideration, during the application process upload an academic resume/CV, a detailed letter of application addressing the minimum qualifications and desired/preferred qualifications, and a copy of transcripts for highest degree (PDF file format preferred); also enter the contact information for three references in the

“References” section of the application. Finalists will be notified to have three current letters of recommendation sent directly from referees to AdminSearch@csulb.edu.

If you have any questions or if you have a disability and need accommodation with pre-employment processes (applications, interviews, etc.), please email AdminSearch@csulb.edu.

CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, ancestry, religious creed, sex, gender identity, sexual orientation, marital status, disability, medical condition, age, Vietnam era veteran status, or any other veterans' status. CSULB is an Equal Opportunity Employer.