Associate Vice President for Academic Programs

Start Date: January 4, 2016

The Associate Vice President for Academic Programs (AVP-AP) provides leadership in ensuring that academic programs at both the graduate and undergraduate levels are of the highest quality. Working with the deans and faculty, the AVP-AP coordinates the development and evaluation of academic initiatives, fosters a community dedicated to learning; implements effective review of academic policies and procedures related to curriculum, course scheduling, and assessment of academic programs; collaborates with representatives of key university units to promote and implement campus-wide initiatives; and establishes and maintains strategic networks within the broader education community. This position reports directly to the Provost/Vice President for Academic Affairs.

Primary responsibilities include the following:

- Assists school deans, department chairs and faculty with academic program planning and development, including the development and approval of new undergraduate and graduate programs.
- Assigns and oversees the work of the Associate Dean of Undergraduate and Graduate Studies who reports to the AVP-AP, and other staff associated with academic services.
- Assists in the development of the Academic Affairs Master Plan and monitors the progress toward institutional and academic goals and objectives related to academic programs. Works cooperatively with the Academic Senate and its committees.
- Works with the Provost on the development of funding guidelines for academic programs to achieve enrollment targets, meet students' demand, and consider the unique features and needs of the departments.
- Monitors progress towards general education enrollment, target achievement and works with the schools in maximizing resources while facilitating student progress towards the degree.
- Coordinates with the Assistant Vice President for Institutional Research, Planning and Assessment in the preparation and dissemination of Academic Affairs reports and data to internal and external bodies.
- Coordinates with the Assistant Vice President for Institutional Research, Planning and Assessment in the monitoring, support, and reporting of program and institutional assessment data.
- Oversees the academic program review process and coordinates the activities of the University Program Review Committee; works with programs to provide guidance in the preparation of the program review.
- Assists the Provost in the management of budget planning, implementation, and control.
- Provides oversight for the implementation, coordination, and assessment of the general education program, including the First Year Experience, and CSUB courses.
- Scheduling of the GST courses.
- Oversight and coordination of a number of programs: four-year degree pledge; early enrollment for high school students; Helen Louis Hawk Honors Program.
- Oversight and coordination of various CSU initiatives related to Academic Affairs, i.e. CSU Course Redesign; CSU Quality Assurance; CSU Course Match; SB 1440; CSU Student Success Initiatives; CSU Graduation Initiative.
- Works cooperatively with accredited programs in preparing for site visits.
- Serves as WASC Accreditation Liaison Officer, coordinates the preparation and submission of materials to WASC.
- Oversees university-wide academic policies and procedures.
- Oversees articulation with community colleges, other CSUs and the University of California campuses.
- Serves as the liaison and ensures effective two-way communication on academic program matters between the provost's office and the Chancellor's Office, other CSU campuses, community colleges, and all other university divisions; serves on various campus committees related to university initiatives.
Works cooperatively with the Associate Vice President for Enrollment Management and other units in developing and coordinating the university’s plan to improve retention, student success, and student progress towards graduation.

Coordinates the maintenance of the database of academic program and student-related policies.

Assumes other duties as assigned by the Provost.

Required Qualifications:
The successful candidate must possess the following attributes: (1) an earned doctorate degree in an appropriate field from an accredited institution of higher learning with qualifications suitable for tenured faculty appointment at a senior rank in one of the school’s departments; (2) a demonstrated record of accomplishment and experience within college/university settings; (3) demonstrated commitment to serving a diverse community, fostering an inclusive environment where everyone is valued and respected, and working effectively within an environment that values shared governance; (4) demonstrated ability to work collaboratively with faculty, administration, department chairs, staff, other campus personnel, and external constituencies; (5) excellent leadership, communication, and interpersonal skills; (6) the ability to contribute to the achievement of institutional goals and objectives, (7) demonstrated knowledge of budgeting, resource management, and planning skills, and (8) incumbent must successfully pass a background/fingerprint check.

Mandated Reporter:
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 as a condition of employment.

Application Process:
Interested candidates should submit (1) a cover letter clearly addressing how their experience, current responsibilities, and qualifications meet the standards and responsibilities as outlined in the full position description, (2) a complete curriculum vitae, (3) the names, e-mail and mailing addresses, and telephone numbers of at least five references, and (4) an unofficial transcript that clearly shows earned doctorate degree. Consideration of candidates will begin on September 15, 2015. The search will remain open until the position is filled. Submit applications to:

Jackie Kegley, Search Committee Chair  
Associate Vice President for Academic Programs Search  
c/o Office of the Provost and Vice President for Academic Affairs  
California State University, Bakersfield  
9001 Stockdale Highway  
Bakersfield, CA 93311-1022 (661) 654-2154

Or email application as an attachment (pdf document) to Dee Rengiil (Provost Office Staff) drengiil@csub.edu.

CSUB is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability, or veteran’s status.