



Associate Vice President for Academic Affairs and Dean for Academic Programs

The Associate Vice President for Academic Affairs/Dean of Academic Programs (AVPAA/DAP) 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 AVPAA/DAP performs the following activities:

- 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 AVPAA/DAP, 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, and 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 a department in one of the schools of the university;”(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.

Background Check

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 CSUB employees who apply for the position.

Clery Act

CSUB's annual crime report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus centers, such as our Antelope Valley Satellite Campus and on property within, or immediately adjacent to and accessible from CSUB. The report also includes policies concerning security on campus, such as alcohol and drug use, crime prevention, reporting crimes, sexual assault and other subjects. Additionally, a daily log of offenses is maintained and can be reviewed at the front desk of the Department of Public Safety/University Police. You can obtain a copy of the annual report by contacting the Department of Public Safety/University Police at (661) 654-2111 or by logging on to the Department of Public Safety website at <https://www.csub.edu/compliance/Clery/index.html>.

California State University, Bakersfield, 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 covered veteran status.

Application Process

Qualified applicants should submit (1) A CSU, Bakersfield, job application (available at: https://www.csub.edu/bas/hr/files/Recruit_Files/CSUB%20Employment%20Application-2018-11-06-Edit.pdf); (2) a letter of application addressing how their experience, current responsibilities, and other qualifications meet the criteria described above; (3) a current curriculum vita; and (4) the names, email and mailing addresses, and telephone numbers of five current references.

For priority consideration, application materials must be received by March 1, 2020; however, the position will remain open until filled.

Please send application materials and nominations in an email as an attachment (word or pdf format) to Ms. Leslie Williams (Provost Office Staff) at lwilliams8@csub.edu.