



Associate Vice President for Faculty Affairs

California State University, Bakersfield seeks an outstanding and talented professional to join our campus community as the Associate Vice President for Faculty Affairs (AVP-FA). We seek an individual who is committed to the mission and vision of the University, who has a demonstrated commitment to academic excellence, who is experienced in research and publication, and who has a record of integrity and ethical leadership.

As the *Faculty Personnel Officer* for the campus, this individual will provide strong, experienced collegial leadership in administering faculty human resource programs, including monitoring and promoting the campus' commitment to increasing faculty diversity. Under the direction of the Provost, the AVP-FA has primary responsibility for overseeing matters related to faculty personnel and for initiating activities that support faculty development and advancement.

Areas of responsibility:

- Coordinate policies and procedures regarding faculty recruitment and hiring, compensation programs for academic employees, faculty performance and periodic evaluations, and leaves of absence;
- Represent the university in the implementation of the faculty collective bargaining agreement (CBA), is the campus liaison to the faculty collective bargaining union (California Faculty Association), and provides administrative interpretation of and training on contract provisions for faculty and campus administrators;
- Oversee CSUB's Teaching and Learning Center;
- Assist with faculty development and support (including faculty recognition and awards), and provide orientation of new faculty and department chairs;
- Coordinate the activities of the Department Chair Leadership Council;
- Manage administrative oversight of faculty rights and grievances, arbitrations, progressive disciplinary actions, and dispute resolution including informal resolution of faculty concerns;
- Investigate allegations of sexual harassment and discrimination involving faculty members; and work in collaboration with others to promote an inclusive campus environment;
- Monitor and provide periodic reports on progress towards achieving institutional goals related to faculty excellence and diversity;
- Communicate President-approved Senate Resolutions and Chancellor Office Executive Orders;
- Maintain currency of faculty database, University Handbook, and Faculty Affairs Website, in collaboration with the campus' IT division ;
- Manage emergency operations for Academic Affairs, including overseeing emergency preparedness plans and operations aimed at sustaining or regaining academic operations as soon as possible.

Minimum Qualifications:

- Terminal degree in area of expertise;
- Professional experience in working on matters relating to faculty personnel, faculty diversity, human resources, faculty development and support;
- Demonstrated ability to develop, interpret, implement, and articulate complex personnel policies;
- Demonstrated effectiveness in working collaboratively with school deans, other administrators, and various faculty groups (e.g. Academic Senate, Department Chairs, and union representatives) to promote faculty diversity, retention, development, and advancement;
- Ability to implement a faculty union contract;
- Demonstrated ability to work with others in promoting and supporting faculty and staff excellence and diversity;
- Demonstrated commitment to academic excellence and shared governance;
- Demonstrated skill at collaborative leadership, facilitation, and conflict mediation skills;
- Professional experience managing multiple and competing priorities in a timely and focused manner;
- Demonstrated awareness of and sensitivity to the educational and professional goals of a diverse multicultural faculty, staff, and student population;
- Strong communication skills, both oral and written, and an approachable personal style that will enhance the process of working effectively with faculty, administrators, and staff.

Preferred Qualifications:

- Hold an earned doctorate (Ph.D. or Ed.D. preferred);
- Experience in supporting faculty in their teaching, research and service roles;
- Experience at the Director, Department Chair or Associate Dean level;
- Direct supervision and management of office personnel;
- Experience working in a faculty union environment ;
- Experience in conducting investigations involving allegations of discrimination, sexual harassment, or employee misconduct;
- Experience in assessment of student learning and working with faculty and/or departments in developing assessment strategies;
- Experience in the development of faculty support programs (e.g. new faculty, tenure track faculty).

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, and (3) the names, e-mail and mailing addresses, and telephone numbers of at least five references. Consideration of candidates will begin on September 30, 2013. The search will remain open until the position is filled. To submit applications/nominations or make a confidential inquiry, contact the following consultant:



Sharon Tanabe, Partner
1111 Corporate Center Drive, Suite 106
Monterey Park, CA 91754
323.260.5045
323.260.7889 (FAX)
Electronic submissions are preferred
Please submit to:
stsearch@storbeckpimentel.com
CODE: CSUB AVPFA

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.