

ASSOCIATE DEAN POSITION DESCRIPTION

Position Summary:

Scope of Functions

The Associate Dean of Faculty Affairs and Professional Development reports to the Dean of Faculty Affairs and Professional Development and assists the Dean in all aspects of Faculty Affairs at SF State. The Associate Dean oversees all faculty professional development related processes, and promotes and advances programs and new initiatives to support faculty professional careers at SF State. The Associate Dean assists with the implementation of all policies related to Faculty Affairs. The Associate Dean advances standards of collegiality, equity, and collaboration throughout all communications and programs and initiatives related to faculty careers.

Duties and Responsibilities

The Associate Dean of Faculty Affairs and Professional Development works closely with the Dean to provide active support in all areas of Faculty Affairs.

The Associate Dean maintains communications and works collaboratively with other units on campus on faculty affairs related issues, including the Academic Senate, the Teaching and Learning Commons, the Office of Research and Sponsored Programs, Academic Technology, College Associate Deans, and Department Chairs. The Associate Dean provides active support to the Dean for all CBA and university policies and processes, including but not limited to the areas of retention, tenure, and promotion; hiring and recruitment; lecturer appointment and evaluation. The Associate Dean oversees the implementation of all faculty professional development programs and initiatives; facilitates faculty leave programs, collaborates in the conceptualization and implementation of professional development programs and events, oversees the Faculty Affairs component of internal awards programs, facilitates the Teaching and Learning Commons initiative; and oversees the Faculty Travel Award Program. Throughout these areas of responsibility, the Associate Dean maintains a special focus on building productive and positive collaborations with university administration, colleges, departments and faculty.

General Description of the Department/Organization

The Office of Faculty Affairs and Professional Development oversees the implementation of all policies and processes related to faculty careers at San Francisco State. The Office of Faculty Affairs provides active support and consultation regarding hiring and recruitment; retention, tenure and promotion; lecturer appointment and evaluation; and all faculty leave programs. In addition, Faculty Affairs oversees faculty professional development programs and initiatives. The office works closely with the academic colleges, schools and departments, the Office of Research and Sponsored Programs, all divisions in Academic Affairs, and the Academic Senate.

Qualifications Required and Preferred:

- Full Professor rank at SF State
- Strong record of experience and leadership at the university related to Academic and/or Faculty Affairs
- Knowledge and understanding of CSU and university policies related to faculty affairs
- Experience with and commitment to supporting faculty careers at SF State
- Ability to work and communicate effectively with faculty, department chairs, administrators, and staff
- Experience in working with university divisions, units, and departments
- Ability to consult effectively and resolve conflict
- Strong written and oral communication skills

Special working conditions:

Some work on weekends and evenings required.