

**POSITION ANNOUNCEMENT**  
**Associate Dean of Faculty Affairs and Professional Development**

**Campus – Based Search**

Nominations and applications are invited for the position of Associate Dean of Faculty Affairs and Professional Development. The Associate Dean reports to the Dean of Faculty Affairs and Professional Development. The following is the position description:

**Functions**

- Assist dean with faculty professional development programs and processes
- Assist dean with the implementation of the CBA and all Academic Senate policies and processes, including but not limited to retention, tenure, and promotion; hiring and recruitment; lecturer appointment and evaluation
- Represent Faculty Affairs on selected campus standing and ad hoc committees
- Communicate, collaborate, and plan with other units on campus re. faculty affairs related issues (e.g., Academic Senate, Teaching and Learning Commons, ORSP, college associate deans)
- Serve in dean's absence

**Faculty Professional Development**

- Assist in implementation of faculty leave programs (Sabbatical, Difference-in-Pay, Presidential Award, Leave Without Pay)
- Collaborate in the conceptualization and implementation of professional development programs and events (New Faculty Orientation; New Chair Orientation; Faculty Retreat)
- Oversee the Faculty Affairs component of internal awards programs (e.g. DRC Awards)
- Facilitate Teaching and Learning Commons initiative
- Collaborate in the conceptualization and implementation of new faculty professional development initiatives
- Represent Faculty Affairs on selected campus standing and ad hoc committees (e.g., Professional Development Council, Faculty Honors and Awards Committee)
- Oversee Faculty Travel Award Program

**CBA and Academic Senate Policies**

- Assist with the implementation of the CBA and Academic Senate Policies
- Coordinate guidelines and templates for policy implementations

**Retention, Tenure and Promotion**

- Assist with review Departmental RTP Criteria revisions
- Coordinate guidelines and templates for Departmental RTP Criteria revisions
- Oversee e-WPAF implementation

**Tenure Track Faculty Hiring and Recruitment**

- Review recruitment request materials
- Assist with training department committees
- Review courtesy title applications
- Provide routine consultations

**Lecturer Appointment and Evaluations**

- Develop guidelines and templates
- Assist with policy revisions
- Oversee lecturer range elevations

### **Qualifications**

- 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 in 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
- Full Professor rank at SF State

### **Compensation**

The Salary for this position is competitive, commensurate with experience and qualifications. The position is included in the CSU Management Plan.

### **Procedure for Candidacy**

Send application letter, curriculum vitae, a brief statement (of two pages) of administrative philosophy and experience in leadership roles related to faculty affairs and faculty professional development, and the names and contact information of three confidential references via email attachment to:

Angie Lin-Mendoza, Staff Liaison  
Search Committee for Associate Dean of Faculty Affairs and Professional Development  
Office of Faculty Affairs  
San Francisco State University, ADM 451  
angielm@sfsu.edu

The start date for the position will be July 1, 2017. Review of applications and nominations will begin April 17, 2017 and continue until the position is filled. San Francisco State University is an Equal Opportunity Employer with a strong commitment to diversity. We welcome applicants of all ethnic, racial and gender identities, sexual orientations as well as people with disabilities. We particularly encourage those who may be from historically underrepresented groups to apply.