

**POSITION ANNOUNCEMENT**  
**Interim Associate Dean of Faculty Affairs and Professional Development**  
**Fall 2024-Spring 2025**

The position of Interim Associate Dean of Faculty Affairs & Professional Development offers a unique opportunity for senior faculty to gain valuable leadership experience in the central administration of the university. For 2024-25, the priorities in the Office of Faculty Affairs will center on expanding DEI initiatives, including leadership development and recruitment workshops. The Associate Dean will continue to assist the Associate Provost in all faculty-related processes and have significant responsibilities in the development and implementation of all new and continuing priorities and initiatives.

Applications are now welcome. Faculty with department chair experience, and/or other campus-wide leadership experience are especially encouraged to apply. Interviews for the position will begin May 20 and will continue until the position is filled. Start date is negotiable but is anticipated between July 1 and August 5, 2024.

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

**Scope of Functions**

The Associate Dean of Faculty Affairs and Professional Development reports to the Associate Provost for Faculty Affairs and assists the AP in all aspects of Faculty Affairs at SF State. The Associate Dean oversees all faculty professional development related processes, and oversees and advances programs and new initiatives to support faculty professional careers and equity at SF State. The Associate Dean promotes and facilitates 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 AP 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 Office of Research and Sponsored Programs, the Office of Diversity, Equity and Community Inclusion, Academic Technology, College Associate Deans, and Department Chairs. The Associate Dean provides active support to the AP 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 and coordinates the development and implementation of leadership development for department chairs, and oversees processes to insure inclusive practices in the hiring of faculty. The Associate Dean oversees all faculty professional development programs and initiatives, facilitates faculty leave programs, collaborates in the conceptualization and implementation of professional development programs and events, including and especially DEI initiatives. 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
- Leadership capacity and experience
- Strong record of experience at the university related to Academic and/or Faculty Affairs, such as department chair experience or equivalent administrative background
- Expertise and experience conceiving and implementing DEI initiatives
- 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

### **Compensation**

The salary for this position is competitive, commensurate with experience and qualifications. The position is included in the CSU Management Plan. The anticipated hiring range is \$135,000-160,000/per year.

### **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  
Office of Faculty Affairs & Professional Development  
San Francisco State University, ADM 451  
angielm@sfsu.edu

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