



California State University
5151 State University Drive
Los Angeles, CA 90032-8120
T: 323.343.2800



*Associate Dean for Graduate and External Programs,
Accreditation, and Faculty Management and Development*

The Associate Dean for Graduate and External Programs, Accreditation, and Faculty Management and Development provides administrative, operational and programmatic oversight for all graduate business programs, executive education programs, and professional certificates offered by the College of Business and Economics (CBE) on campus, off campus, or hybrid/blended. He or she will closely collaborate with the dean on all matters related to AACSB accreditation including management of full and part time faculty qualification requirements to meet AACSB standards, management of faculty sufficiency and deployment standards in all undergraduate and graduate programs, and graduate program assessment/assurance of learning (AOL). The associate dean will also manage the faculty evaluation process at the CBE based on established College and University procedures in a shared governance and collegial work environment.

The Associate Dean is expected to serve as an independent and impartial advocate for all CBE departments and graduate programs, lead the CBE faculty in designing student-focused graduate programs and activities that significantly improve job opportunities and student placement, lead the development and delivery of blended and online graduate courses and graduate programs staffed by AACSB-qualified faculty who are well-trained in teaching with technology, and ensuring that the availability and allocation of resources support various graduate programs, non-degree program, and certificates to meet the strategic needs of the College and the mission of the University.

The Associate Dean reports to the Dean of the College and participates in college-level strategic planning activities to ensure that CBE's graduate degree programs, offered on the main campus, online/blended, or on external campuses such as the downtown LA campus, remain at the leading edge of business education. He or she will lead a comprehensive series of activities and initiatives that ensure successful delivery of innovative and market-relevant graduate degree programs as well as executive education and professional certificate programs to meet the needs of students and employers in greater Los Angeles, statewide, and nationally. The Associate Dean will serve as a member of the College's leadership team and represent the College of Business and Economics on appropriate college and university committees.

Graduate student recruitment and increasing enrollment in all professional and master's degree programs offered by the College of Business and Economics will be a top priority of the Associate Dean as would be the retention of graduate students.

This is an exciting, high impact, and highly satisfying opportunity. If you are looking for a position where you would make a difference from day one, if you enjoy leading change in a dynamic business environment, and if you take pride in taking a great College to the next level of excellence, this position is for you.

The Associate Dean for Graduate and External Programs, Accreditation, and Faculty Management and Development will supervise two graduate program support staff members, director of sponsored research and executive education, and coordinator of AACSB accreditation and director of communication. Together, the team is expected to take the College's graduate and executive education program offerings to the next level of success—qualitatively through offering market-relevant programs staffed by well-qualified faculty, and quantitatively by increasing enrollment.

35% of the job is focused on encouraging and leading faculty and staff investment in college's graduate and executive curricular innovations and high quality teaching in all graduate programs on or off campus; collaborating with deans and associate deans at other CSU-LA Colleges to create market-relevant joint programs; leading the development of new graduate degree programs in collaboration with chairs and faculty; leading the development of non-degree executive education and certificate programs in collaboration with chairs and faculty and in partnership with the College of Professional and Global Education (PaGE); managing all current and future off-campus degree programs including the MBA program and other graduate and undergraduate programs offered at the downtown LA campus; monitoring national and international trends in graduate business education and raising the profile of College of Business and Economics by active involvement in graduate business education associations; managing new faculty onboarding; managing the annual and periodic evaluation of all faculty based on established university and college procedures; collaborating with the dean to build relationships with other educational institutions including internationally; and enticing alumni and corporate support of graduate and executive education programs.

30% of the job is focused on closely collaborating with the dean and the director of accreditation to coordinate all ongoing AACSB accreditation activities leading to successful continuous improvement reviews (maintenance of accreditation); management of AACSB faculty qualifications, faculty sufficiency, and faculty deployment standards in all undergraduate and graduate courses; managing the appointment of full and part time faculty to classes in order to maintain the required AACSB participating/contributing faculty ratios and all sufficiency ratios; monitoring AACSB faculty qualification standards for all full/part time faculty at the College of Business and Economics (undergraduate and graduate programs, in collaboration with department chairs and associate dean for undergraduate programs, to ensure faculty sufficiency and qualification standards are met in all undergraduate and graduate programs; management and monitoring AACSB qualification status of part-time faculty assigned to undergraduate/graduate programs on/off campus; and identifying and encouraging participation in professional development activities for faculty to ensure progress towards success in meeting AACSB faculty qualification;

25% of the job is focused on continuous improvement and revisions of existing graduate curricula based on AOL assessment results and for continued market relevance to ensure the College's graduate degree offerings prepare students for outstanding professional careers, and that the CBE graduate and executive education programs remain competitive; working closely with department chairs to address issues related to sufficient and timely graduate course offerings on/off campus, and staffing of all graduate classes on/off campus by AACSB-qualified faculty; supporting co-curricular activities for graduate students; graduate class scheduling and staffing by AACSB qualified faculty, on/off campus, in coordination with the department chairs; managing the assurance of learning, assessment, and curriculum development (closing the loop) process in coordination with faculty committees, and meeting graduate and executive education enrollment targets.

10 % of the job is focused on keeping the dean fully apprised on various initiatives, curricular issues, and any other university and/or college policy developments that are led by associate deans at Cal State LA, and on one-time or recurring duties which may be assigned by the dean.

Required Qualifications:

- Ability and/or interest in working in a multicultural/multiethnic environment.
- Terminal Degree from an AACSB-accredited institution in a discipline represented within the College;
- Qualifications for appointment as a tenured associate or full professor in a department within the College of Business and Economics;
- Meeting AACSB Scholarly Academic (SA) qualification as prescribed by the College's requirement at the time of hire, and maintaining SA qualifications based on the College's current/future requirements;
- Significant and successful administrative experience, financial acumen, and proven leadership skills;
- Previous leadership experiences in positions with responsibilities that include supervision and evaluation of personnel;
- Excellent organizational, interpersonal, and communication skills;
- Establishing and maintaining professional and cooperative working relationships with administrators, faculty, and staff;
- Commitment to work collaboratively with staff and faculty in other Colleges in pursue of joint degree and non-degree programs;
- Commitment to work collaboratively with College of Professional and Global Education staff in furthering the executive education opportunities and international programs at CBE
- Commitment to work effectively in a multicultural/multiethnic environment;
- Evidence of commitment to teaching, research, and service;
- Understanding of AACSB International accreditation and processes;
- Understanding of assurance of learning (AOL) and assessment process;
- Providing equal representation for all departments within the College of Business and Economics and offering impartial advice to the Dean when evaluating curriculum and resource requirement proposals

Desired Qualifications:

- Administrative experience at an AACSB-accredited School/College of Business;
- Earned tenure and promoted to a higher rank at an AACSB-accredited School/College of Business;
- Familiarity with faculty collaboration and curriculum development;
- Experience in faculty retention, tenure and promotion process and with AACSB faculty qualifications, deployment, and sufficiency standards;
- Experience with Assessment, AACSB Assurance of Learning and Closing the Loop (Curriculum Management)

Salary is commensurate with experience and qualifications. A comprehensive benefits package is provided. Review of applications will begin on April 15, 2018 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed online Cal State LA employment application is required and maybe completed within the *management positions* section at <http://www.calstatela.edu/hrm/employment-opportunities>. Resumes will not be accepted in lieu of a completed application.

California State University, Los Angeles, under the leadership of President, William A. Covino, is one of 23 campuses of the California State University system. Founded in 1947, the University is in the city of Los Angeles, adjacent to the San Gabriel Valley, and has more than 28,000 students who reflect the rich ethnic diversity of the area.

The College of Business and Economic (<http://www.calstatela.edu/business>) offers undergraduate degree programs in Business Administration, Computer Information Systems, and economics, and five graduate degree programs (MBA, MS Accountancy, MA Economics, MS Healthcare Management, and MS Information Systems). Eighty full time faculty members and over 100 contributing lecturers bring a mix of knowledge and practice to our nearly 5,000 students. The College's programs are fully accredited by AACSB International.

APPLICATION INFORMATION

Information Website:

<http://www.calstatela.edu/business/associate-dean-searches>

Contact:

Workforce Planning
Human Resources Management
California State University, Los Angeles

Phone:

(323) 343-3668

TDD:

(323) 343-3670

Online App. Form:

<http://www.calstatela.edu/hrm/employment-opportunities>

The University actively encourages qualified minorities, women, and persons with a disability to apply. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause undue hardship