



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Associate Vice President for Faculty Affairs Position Description

OVERVIEW

California State University, Los Angeles, seeks an inspiring and innovative leader to serve as Associate Vice President for Faculty Affairs. Reporting to the Provost and Vice President for Academic Affairs and working in collaboration with deans, faculty, and staff, the AVP will provide dynamic, visionary leadership to build upon the strengths of the Office of Faculty Affairs and develop new opportunities to support faculty. Under new leadership, the university is engaged in an exciting period of transformation as it revitalizes its curricula, fulfills its mission as an engine of social mobility by producing well-prepared 21st century graduates, and bolsters its presence as a regional leader. This is an exceptional opportunity for a dynamic and talented individual to advance the university during an exciting time of change and renewal.

THE UNIVERSITY

Cal State LA is one of 23 campuses within the California State University system. With over 60 undergraduate and graduate degree programs led by award-winning faculty, Cal State LA's dedication to access and excellence has been recognized nationally. Founded in 1947, the University is located just minutes from downtown Los Angeles, adjacent to the San Gabriel Valley, and serves more than 28,000 students who reflect the rich ethnic and racial diversity of the area. As a federally recognized Hispanic-serving and Minority-serving institution, Cal State LA recognizes the transformative power of education and embraces its duty to identify and serve the needs of all of its students.

This longstanding commitment is reflected in its history as home to the nation's first Chicano Studies program, second Pan-African Studies program, as well as Latin American and Asian and Asian American Studies programs. Faculty have the opportunity to establish affiliate status with ethnic studies and other academic programs, including the Honors College. In addition to meeting fully its obligations under federal and state law, Cal State LA is committed to creating a community in which a diverse population can live, work and learn in an atmosphere of civility and respect for the rights and sensibilities of each individual.

For more information about Cal State LA, visit: <http://www.calstatela.edu/>

RESPONSIBILITIES

The Associate Vice President for Faculty Affairs reports directly to the Provost and Vice President for Academic Affairs. The AVP serves as a member of the Provost's senior administrative team to provide leadership for initiatives within the division of Academic Affairs. The AVP understands the mission of the university and the role of Faculty Affairs within that mission. The AVP oversees implementation of all faculty personnel processes, policies, and procedures; provides counsel and advice to the Provost on all faculty personnel matters; and provides leadership to develop new faculty personnel policies and procedures for the campus.

The AVP:

- Works closely with deans, associate deans, and department chairs in matters related to faculty personnel and in interpreting provisions of the CSU-CFA (California Faculty Association) collective bargaining agreement
- Develops and maintains collaborative relationships with senior leaders, directors, managers, and stakeholders to meet University goals and objectives
- Provides leadership in helping the University achieve its equity, diversity and inclusion goals
- Provides oversight responsibility for all personnel processes related to faculty and senior academic affairs administrators (instructional and librarian faculty, coaches, academic related counselors, and academic-administrators)
- Oversees personnel procedures for faculty unit employees, including, but not limited to: appointment, evaluation, paid and unpaid leaves (sabbatical, difference-in-pay, professional and personal leaves, sick leave and maternity/paternity leaves), including exercising delegated authority to grant, deny, or defer such leaves, additional employment, outside employment, and faculty retirement programs (Faculty Early Retirement Program and Pre-retirement)
- Oversees employee relations for faculty employees status disputes, contract grievances, disciplines, negotiations of settlement, and layoff
- Ensures compliance with the California Faculty Association collective bargaining agreement
- Provides leadership and is proactive in communicating policies, procedures, and contract changes
- Works closely with the AVP of Human Resources and the Director of Equity and Diversity on faculty personnel matters
- Provides leadership in assisting, managing and communicating the appointment and compensation changes for faculty
- Seeks faculty input and is available to hear faculty concerns
- Serves as a member of the Faculty Policy Committee
- On behalf of the Provost, works with academic deans to determine appropriate faculty staffing patterns, and advises Provost on allocation of faculty positions
- Reviews recommendations on personnel actions for approval by the Provost
- Maintain knowledge of CSU-wide faculty workload policies and practices and make recommendations for Cal State LA
- Oversees recruitment of faculty unit employees and academic administrators

- Recommends budgets related to faculty, salaries, recruitment, travel, professional development, etc.
- Oversees the implementation of policies and procedures for evaluation of faculty employees, including: performance reviews for reappointment, tenure, and promotion;-evaluations of temporary, probationary, and tenured faculty; compensation for faculty unit employees, including lecturers
- Conducts workshops for faculty unit employees and appropriate administrators on recruitment, the reappointment, tenure and promotion process, retirement, department chair leadership, and other personnel processes, as appropriate
- On behalf of the Provost, serves as the Executive Secretary of the University Academic Appeals Board and in this role, manages the formal student grade appeal process
- Oversees procedures for the student course evaluation process and participates in recommending changes to the evaluation process
- Supervises Faculty Affairs' staff and oversees Faculty Affairs website and publications
- Participates in Faculty Governance as it relates to faculty personnel policies
- Coordinates other projects as assigned by the Provost and Vice President for Academic Affairs

MINIMUM QUALIFICATIONS

- Knowledge in the broad spectrum of activities that relate to faculty personnel processes
- Knowledge and experience in the area of faculty development and department chair leadership
- Terminal Degree appropriate to the applicant's academic field of expertise
- Successful university teaching experience and a record of research, scholarly and creative activity sufficient to merit appointment as a tenured full professor
- At least four years of successful administrative experience at or above the level of department chair or equivalent
- Experience in academic personnel administration, policies, and procedures in a collective bargaining environment
- Demonstrated ability to work and communicate effectively in a highly diverse campus community

DESIRED/PREFERRED QUALIFICATIONS

- Ability to provide leadership and to work collaboratively university-wide to support the mission of the university
- At least five years of successful administrative experience at the college and/or university level
- Ability to successfully provide leadership and function effectively on the Provost's senior leadership team
- Demonstrated ability to successfully recruit and mentor faculty
- Demonstrated ability to work successfully with faculty governance
- Demonstrated ability to supervise and manage office personnel successfully

Note: 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.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Cal State LA is an affirmative action/equal opportunity employer with a strong institutional commitment to achieving and supporting diversity among its faculty, students, and staff. Applications from women, minorities, persons with a disability, and individuals with a strong record of mentoring students from underserved or underrepresented groups are encouraged to apply.

In addition to meeting fully its obligations under federal and state law, California State University, Los Angeles is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. All qualified individuals will receive equal consideration without regard to economic status, race, ethnicity, color, religion, marital status, pregnancy, national origin or cultural background, political views, sex or sexual orientation, gender identification, age, disability, disabled veteran or Vietnam era veteran status.

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.

CLOSING DATE: Review of applications will begin on September 16, 2016 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. For consideration please visit Cal State LA [Employment Opportunities](#). A completed online Cal State LA employment application is required. Resumes will not be accepted in lieu of a completed application. To obtain employment information for the impaired call:

TDD Line (323) 343-3670

AN EQUAL OPPORTUNITY/TITLE IX EMPLOYER