

HUMBOLDT STATE UNIVERSITY



Vacancy Announcement
Humboldt State University
Vice Provost and Dean of Undergraduate and Graduate Studies
JOB #1920-22

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty, staff, and administrators of the highest quality reflecting the ethnic and cultural diversity of the state

First Review of Applications: January 18, 2019

Humboldt State University seeks a Vice Provost and Dean of Undergraduate and Graduate Studies to help drive innovation and high-impact student success efforts across our campus. The Vice Provost and Dean of Undergraduate and Graduate Studies will help establish and lead efforts in support of campus efforts to transform our institution into one focused on student achievement and interdisciplinary collaboration for both undergraduate and graduate students.

Reporting to the Provost, the Vice Provost and Dean of Undergraduate and Graduate Studies serves as the Accreditation Liaison Officer (ALO) and is primarily responsible for institutional accreditation and assessment initiatives, as well as reporting and working with the WASC Senior College and University Commission (WSCUC). The Vice Provost oversees Undergraduate Studies (including General Education), Graduate Studies, the Center for Teaching and Learning (CTL), the Academic and Career Advising Center, the Learning Center, and the Retention through Academic Mentoring Program (RAMP). The Vice Provost also oversees academic program development, faculty development, program review, reimagining the First Year (RFY) and assists with strategic planning processes and policy implementation. The Vice Provost provides leadership in creating and maintaining a university-wide perspective in development and evaluation of undergraduate and graduate programs.

In collaboration with the Office for Institutional Effectiveness (OIE), the Vice Provost advances the use of data to evaluate and continuously improve upon the effectiveness of curricula and best practices for student success and in meeting the CSU Graduation Initiative 2025 goals for retention, graduation and racial equity in education. The Vice Provost coordinates new program approval processes with the Chancellor's Office. S/he is responsible for supporting faculty and staff development efforts leading to better teaching, learning, and advising. The Vice Provost represents Academic Affairs on university committees charged with oversight of curriculum, budget, space allocation, and other relevant areas.

Duties: Professional duties for this position may include:

- Implementing California State University system-wide initiatives;

- Facilitating academic planning and reporting to meet all accountability requirements;
- Managing and overseeing the accreditation and program review processes and reporting;
- Supporting and sustaining a culture of faculty and staff engagement and innovation in creating change to improve student learning and success;
- Collaborating with and communicating to campus constituencies;
- Serving as a member on numerous committees, including the Office of Academic Affairs group, Student Success Alliance, Reimagining the First Year (RFY) Committee, and the Integrated Curriculum Committee (ICC);
- Acting as final arbiter on academic student grievances;
- Working collaboratively with the Provost in the development and maintenance of projects and initiatives in Academic Affairs; and
- Other tasks as assigned as they relate to abilities and experience.

Salary and Benefits: The salary for this position lies within the Administrator IV range, and comes with an excellent benefits package. This is a CSU Management Personnel Plan (MPP) position. Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional Management Personnel Plan information can be found at the following website: www.calstate.edu/HRAAdm/policies/mpp.shtml.

Minimum Qualifications

- An earned appropriate terminal degree from an accredited institution with qualifications comparable to those required for a tenured faculty appointment in one of the University's academic departments;
- Three or more years of successful higher education administrative experience;
- Experience in University or department/program accreditation, curriculum development, and faculty or staff development;
- Outstanding interpersonal skills and an open, collegial, tactful, and effective communication style;
- Demonstrated commitment to promoting culturally relevant University curricula and inclusive pedagogies;
- Demonstrated commitment to racial equity and social justice;
- Demonstrated commitment to the recruitment, retention, and support of a diverse population of students, staff, and faculty;
- Demonstrated experience providing excellent instruction to students in a higher education environment;
- Demonstrated success in assessment, continuous improvement, and data-informed change management and innovation; and
- Excellent organizational skills and effectiveness supervising high-level staff.

Preferred Qualifications

- Three or more years of successful Higher Education administrative experience similar to that of an Associate Dean or higher;
- Demonstrated knowledge of culturally relevant pedagogy, high-impact practices, and strategies for reducing opportunity and achievement gaps;
- Experience leading broad campus collaboration;
- Experience with a Hispanic Serving Institution or other Minority-Serving Institution;
- Knowledge of current and emerging trends in general education;
- Demonstrated experience with strategic planning;
- Demonstrated experience with creating collaborative or interdisciplinary programs to enhance student learning;
- Ability to manage numerous projects and initiatives in a fast-paced and dynamic environment; and
- Demonstrated experience managing, leading, and inspiring disparate groups and teams.

At the time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the Bureau of Citizenship and Immigration Services to work in the United States. Evidence of degree(s), including official transcripts are required at time of hire.

APPLICATION: Applications accepted electronically, click link to apply:

<https://apply.interfolio.com/57655>

- ✓ Letter of Interest;
- ✓ Resume or Curriculum Vitae;
- ✓ Contact information for at least three professional references;
- ✓ Graduate transcripts (unofficial copies are sufficient for initial review);

APPLICATION DEADLINE: This position is open until filled. First consideration will be given to completed applications received no later than January 18, 2019. Early applications are encouraged.



See more photos at [Humboldt State University's Flickr page](#).

It is the responsibility of the applicant to provide complete and accurate employment information. Evidence of required degree(s), certifications(s), or licenses(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily as a condition of employment with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. All CSU employees are obligated to respond to and report incidents of sexual harassment and sexual violence. The successful candidate for this position will be mandated to receive relevant training on an annual basis. The person holding this position is considered a 'limited 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.

New employees hired by the CSU for the first time who first become CalPERS members on or after July 1, 2017 are subject to a 10 year vesting period for retiree health and dental benefits.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. If accommodations need to be made during the recruitment and interview process, please contact Human Resources at (707) 826-3626 or hsuhr@humboldt.edu.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the western United States; it is a residential and rural campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of around 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state. Additional information about Humboldt State University can be found at: <http://www.humboldt.edu>.