Vacancy Announcement
Associate Dean for the College of Natural Resources and Sciences
Administrator III
(Internal Only)
JOB # 2223-28
Proposed Start Date: July 1, 2022 (or sooner)

Cal Poly Humboldt is a Hispanic-Serving Institution (HSI) that strives to foster an equitable and inclusive community that supports our students of diverse backgrounds. Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state.

DESCRIPTION: Cal Poly Humboldt invites internal applicants for the position of Associate Dean of the College of Natural Resources and Sciences. The Associate Dean reports directly to the Dean of the College of Natural Resources and Sciences and assists in carrying out the administrative responsibilities of the college, with oversight of internal college operations. Primary areas of responsibility include: enrollment management and class scheduling; college resource oversight, including budget, facilities, and equipment; curriculum, assessment, and accreditation; college policies and procedures; college risk management and emergency operations; student and personnel matters as assigned; student outreach, recruitment, and engagement; and community outreach, engagement, and extramural fundraising. The Associate Dean serves as the Dean's designee as the duly authorized liaison to other university offices and committees, and represents the College in the absence of the Dean.

As an institution, Cal Poly Humboldt is committed to eliminating the equity gap in all student populations with dynamic, student-centered practices and policies that fully engage the campus community. The ideal candidate will share Cal Poly Humboldt’s commitment to helping its racially and socioeconomically diverse students succeed in their degree and career objectives.

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, and students who are also committed to closing equity gaps.

RANK, SALARY AND BENEFITS: The Associate Dean is a full-time, twelve-month management position. The salary for this position lies within the Administrative III range, and comes with an excellent benefits package. This position is covered by the California State University Management Personnel Plan (MPP). Under this plan, the incumbent is subject to normal management reviews and serves at the pleasure of the University President.
**PROFESSIONAL QUALIFICATIONS:** An earned Ph.D in one of the disciplines represented in the current programs in the College of Natural Resources and Sciences and a record of scholarly achievement suitable for a tenured appointment at the rank of associate or full professor. A minimum of two (2) years’ experience in higher education at or above the level of Program Leader, Program Director, Department Chair, or Associate Dean is required.

The successful candidate must demonstrate the following:

- Demonstrated effectiveness in fostering collegial and productive working relationships with faculty, students, staff, and administrators;
- Demonstrated commitment to shared governance;
- Demonstrated effectiveness in oral and written communication;
- Demonstrated advanced knowledge of academic department procedures and functions;
- Demonstrated knowledge of CSU and university policies and procedures;
- Demonstrated advanced knowledge and skills in data collection, organization, analysis, synthesis, and interpretation for informed decision-making; and
- Demonstrated advanced knowledge and skills in utilizing databases for financial, enrollment, and other analyses to inform planning.

Preferred qualifications for this position include:

- Commitment to participating in ongoing professional development opportunities that contribute toward fostering diversity, equity, inclusion, and social justice.

*Working in the state of California is a condition of employment for this position. Even if part or all of an employee’s assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus instruction, as assigned, and come to campus when needed.*

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. For information on the University policy on support for non-immigrant probationary faculty visa acquisition, please visit the Faculty Immigration Resources page: [https://extended.humboldt.edu/international-programs/immigration/faculty](https://extended.humboldt.edu/international-programs/immigration/faculty).

Evidence of degree(s) is required at time of hire.

**PROFESSIONAL DUTIES:** This position requires the candidate to be able to apply consistent attention to a variety of responsibilities, including:

**ENROLLMENT MANAGEMENT AND CLASS SCHEDULING**

- In partnership with the Dean and Department Chairs, facilitate the development and implementation of a college enrollment management plan;
- Implement the college enrollment plan and monitor enrollment throughout each planning cycle; and
- Coordinate with Department Chairs to ensure class schedules are approved in alignment with college resources and student need;
- Coordinate with CNRS PBLC Coordinator to ensure PBLC schedules, activities and faculty assignments are approved in alignment with college resources and student need.

**RESOURCE OVERSIGHT**

- In coordination with the College Resource and Operations Analyst, facilitate alignment of resources with college priorities;
- Serve as a resource to departments when issues regarding facilities arise;
- Serve as the college representative on facility-related committees or initiatives; and
- Serve as a resource to departments when issues regarding equipment arise.
CURRICULUM, ASSESSMENT, AND ACCREDITATION

- Oversee the review and curriculum consultation processes;
- Serve as the college representative on the Integrated Curriculum Committee (ICC);
- Serve as a liaison for the college on committees and projects related to curriculum and programmatic needs;
- Lead college-level assessment activities;
- Serve as the college representative on university-wide strategic planning, assessment, and accreditation committees, such as the Integrated Assessment and Planning Working (IAPW) Group;
- Lead college-wide responses to institutional accreditation planning and reporting; and
- Serve in a consultative capacity to academic departments in their efforts related to specialized program accreditation.

COLLEGE POLICIES AND PROCEDURES

- Develop/update/maintain the college policies and procedures handbook and facilitate implementation;
- Facilitate the process to update/maintain college bylaws and implementation; and
- Collaborate with the Dean on the planning and facilitation of Council of Chairs meetings and business, as well as other college meetings, forums, and events.

RISK MANAGEMENT AND EMERGENCY OPERATIONS

- Serve as the college liaison on university-wide health and safety and risk management committees, such as the Focused Instructional Transition Team (FITT); and
- Facilitate college-wide planning and compliance with emergency, health and safety, and risk management procedures and reporting.

STUDENT AND PERSONNEL MATTERS

- Review and process all student academic-related petitions and requests that require Dean-level approval;
- Address student grievances and complaints as assigned by the Dean; and
- Address personnel matters as assigned by the Dean.

STUDENT OUTREACH, RECRUITMENT, AND ENGAGEMENT

- In collaboration with campus partner offices, help plan and facilitate college-wide student outreach and recruitment efforts for the college;
- Help plan and facilitate college-wide student engagement and retention programs and activities; and
- Help plan and implement college-wide initiatives in support of academic department advising practices.

COMMUNITY OUTREACH, ENGAGEMENT, AND EXTRAMURAL FUNDRAISING

- Serve as a college representative at community outreach and engagement activities and events; and
- Participate in extramural fundraising activities in support of the college.

The Associate Dean will also carry out other management tasks and functions as delegated or assigned by the Dean.

Cal Poly Humboldt also continues to build unique and innovative learning opportunities for students, bridging the sciences, social sciences, arts and humanities. Cal Poly Humboldt is a leader in “learning communities” that build relationships between students, faculty, staff, administrators, and the community. These communities incorporate environmental and social responsibility.

GENERAL INFORMATION: Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). The Cal Poly Humboldt campus in Northern
California is in close proximity to several thriving Native American tribes and communities. Cal Poly Humboldt currently has the largest percentage of Native American students in the CSU system and has over 30 Native American faculty and staff, many from local area California Indian tribes. HSU is home to a number of leading Native American programs including the Indian Tribal Education and Personnel Program (ITEPP) and the Indian Natural Resource, Science and Engineering Program (INRSEP). There are also many opportunities at Cal Poly Humboldt to conduct research, teaching and community work on Native American history and cultures in Special Collections at the Cal Poly Humboldt library. The Humboldt Room in the Library has fantastic resources for tribally focused archive materials from the region. Cal Poly Humboldt strives to build a supportive and inclusive Native community and engages with Native communities through various initiatives and opportunities like the annual California Indian Big Time and Indigenous People’s Week and a chance to network with other faculty and staff as part of the Cal Poly Humboldt Council of American Indian Faculty and Staff. For more information, please visit: www.humboldt.edu/nasp

APPLICATION: Qualified internal candidates should submit the following materials through Interfolio:

- Letter of Application;
- Curriculum Vitae;
- Statement of Commitment to Diversity, Equity, Inclusion, and Social Justice: Articulate your personal commitment to fostering diversity, equity, inclusion, and social justice (DEISJ), including contributions you have made toward fostering DEISJ in the context of higher education that illustrate your commitment. (2 page limit); and
- Names and Contact Information for Three (3) Professional References who can speak directly to the applicant’s qualifications.

Additional application materials may be requested at a later time.

Please direct any questions pertaining to this position, the College of Professional Studies, or Cal Poly Humboldt to:

Dr. Rick Zechman, Search Committee Chair  
College of Natural Resources and Sciences  
Cal Poly Humboldt  
Arcata, California  
Phone: (707) 826-4567  
Email: fwz1@humboldt.edu

APPLICATION DEADLINE: This position is open until filled. First consideration will be given to completed applications received no later than May 12, 2022.

See more photos at Cal Poly Humboldt’s Flickr page.
It is the responsibility of the applicant to provide complete and accurate employment information. Evidence of required degree(s), certification(s), or license(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. Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

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.

Cal Poly Humboldt 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

Cal Poly Humboldt 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, Cal Poly Humboldt is one of the premier public institutions in the western United States; it is a residential and rural campus with an enrollment of approximately 7,000 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 Cal Poly Humboldt can be found at: http://www.humboldt.edu.