| Position Number: | 00012762 |
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| Working Title: | Associate Dean of Faculty Success and Research |
| Classification Title: | Administrator III |
| Job Code/Grade: | 3306 |
| Department Name: | College of Humanities and the Arts |
| Appropriate Administrator Title/Position Number: | Dean of Humanities and the Arts |
| Work Lead/Department Chair Title/Position Number (if applicable): | n/a |

## POSITION PURPOSE *(Enter Purpose Below)*

The Associate Dean of Faculty Success and Research works under the general direction of the Dean of the College of Humanities and the Arts. As the individual charged with the oversight of internal operations related to faculty success and Research, Scholarly, and Creative Activities and innovation initiatives, the Associate Dean of Faculty Success and Research works to support efforts for diversity and inclusive excellence. This person is responsible for the day-to-day performance of duties assigned and is expected to be self-directed in those duties.

This individual supports the Dean and departments in the areas of tenure-track and tenured faculty retention, evaluation, and development; research, scholarly, and creative activity (RSCA), including strategic initiatives, grants, and partnerships, teaching innovation and interdisciplinary collaboration; department chair support; college and chair elections; and academic facilities and technology. He or she also partners with the Associate Dean for Student Success and Academic Programs to support other major processes in the college as needed (e.g. temporary faculty appointments and evaluations, course scheduling). The Associate Dean of Faculty Success and Research collaborates with offices across campus to support faculty and programs, including Facilities Development and Operations, Environmental Health and Safety, Faculty Affairs, Human Resources, the College of Graduate Studies, Undergraduate Education, I.T. Services, and the Office of Faculty Success. This Associate Dean also supervises appropriate staff as needed.

Demonstrating an ongoing commitment to diversity and inclusive excellence is a critically important part of this position. The Associate Dean is expected to work collaboratively with the entire leadership team of the college and the university. He or she also is expected to help with strategic planning and to implement initiatives related to the Mission and Vision of the College and the University, including initiatives and projects with regional and national organizations, including the City of San Jose. The Associate Dean of Faculty Success and Research works closely with the Associate Dean of Student Success and Academic Programs and other Dean’s office management and staff to support faculty, department chairs, and school directors; manage enrollment and budget; analyze institutional data to support evidence-based decision-making; produce college reports; and oversee college facilities. Additionally, the position implements the Dean's initiatives and represents the college at a range of meetings and events.

The Associate Dean of Faculty Success and Research helps ensure compliance with policies and procedures, researches issues, analyzes institutional data, prepares reports, recommends policy or procedural changes, and handles confidential problems that arise in the college. The Associate Dean represents the Dean and serves in his or her capacity as needed and directed when the Dean is absent. Above all else, the Associate Dean works in partnership with the Dean and her staff to ensure a positive, collegial, collaborative culture in the College.

## TYPE OF SUPERVISION RECEIVED *(Select one and enter the number below)*

1. **Direct Supervision:** Work is performed according to detailed instructions and the supervision is available on short notice. The methods of work are well established and outlined. (Typical supervision for entry level, non-exempt positions.)
2. **General Supervision:** Objectives are set for position, but incumbent works independently referring to policies, practices and procedures. (Typical supervision for mid-level exempt or non-exempt positions.)
3. **Limited Supervision:** Incumbent proceeds on own initiative while complying with policies, practices and procedures described by the Supervisor. Incumbent seldom refers matters to supervisor except for clarification of policy. (Typical supervision for professional or advanced-level exempt positions.)
4. **General Direction:** Incumbent has broad responsibility for planning, organizing and prioritizing work. Active control by the manager is only exercised on longer term goals and policy issues. (Typical supervision for middle managers and high level professionals.)
5. **Administrative Direction:** Management decisions are comprehensive and the work function is broad. (Typical supervision for high level or executive management positions.)

4 – General Direction

## ESSENTIAL FUNCTIONS

| Essential Functions and Associated Tasks | % of Time Annually |
| --- | --- |
| **SUPPORTS DEAN IN ALL ASPECTS OF COLLEGE LEADERSHIP**  1. Supports diversity and inclusive excellence efforts in College and at University.  2. In consultation with the Dean and his or her management and leadership team, assists with strategic planning and provides leadership for college-wide initiatives and university/community collaborative projects aligned with the College’s Mission and Vision.  3. Helps the Dean and his or her team to establish and maintain a professional, positive, collegial, collaborative culture throughout the College.  4. Assists with management of all College programs, operations, and facilities as needed.  5. Assists Dean in establishing and maintaining positive internal and external relations with diverse populations and constituencies, including: faculty, staff, students, community partners, alumni, donors, supporters, and external agencies.  6. Serves, in collaboration with the Associate Dean for Student Success and Academic Programs, as a first line of support for department chairs.  7. Sits on SJSU RSCA Advisory Board and other appropriate committees in Academic Affairs and at SJSU.  8. Serves on the College Chairs’ Council and works with other key College committees as assigned.  9. Represents the Dean on numerous committees and working groups as per current and future initiatives.  10. Liaises with other departments and units, including but not limited to: The Office of Research, the Research Foundation, Corporate and Foundation Relations, Office for Faculty Success, Center for Faculty Development, Facilities Development and Operations, and Environmental Health and Safety.  11. Effectively represents the College in university-wide and inter-divisional events/meetings and community/corporate settings as requested and assigned by the Dean.  12. Implements and ensures compliance with existing policies and practices in the College; assists with the creation and implementation of new policies, initiatives, and/or guidelines as needed and appropriate. | 30% |
| **FACULTY SUCCESS**  1. Oversees all aspects of faculty success in the college, including, but not limited to: recruitment, retention, and evaluation of tenured and tenure-track faculty; evidence-based best practices for supporting inclusive excellence and diversity; part-time faculty contracts and annual and cumulative reviews, faculty complaints and grievances.  2. Support efforts to enhance faculty development and research, scholarship, and creative activities, grant activity, and teaching innovation.  3. Supports the Dean to increase funding and opportunities for innovation, interdisciplinarity, and collaboration in research, scholarship, and creative activities as well as programming to support inclusive excellence and collaboration with the surrounding community.  4. Functions as the lead Associate Dean responsible for supporting the Dean in all processes around hiring, retaining, and evaluating permanent faculty. Associate Dean of Student Success and Academic Programs may be directed by Dean to support these processes as needed.  5. Takes the lead on conflict resolution and potential grievance issues with faculty; and supports chairs in all aspects of academic personnel as directed and required in collaboration with the other Associate Dean of the college and the Dean.  6. Enforces existing policies and practices regarding academic personnel and creates and implements new policies and/or guidelines as needed and appropriate.  7. Supports the Associate Dean of Student Success and Academic Programs in temporary faculty evaluations by sharing responsibility for this process.  8. Provides academic leadership and oversight for initiatives related to academic space planning, environmental health and safety, and college facilities generally. May represent the college on academic space committees and collaborates with the Dean’s Facilities team to align academic priorities with academic space initiatives.  9. Supports the Dean in identifying and securing strategic partnership opportunities for innovation, collaboration, and interdisciplinary work that benefit faculty and students and that raise the visibility of the college and its disciplines.  10. Serves as a knowledgeable resource on national trends and opportunities for research, scholarship, and creative activities involving humanities and arts disciplines and intersecting with disciplines across the university to support twenty-first century teaching and learning. | 60% |
| **OTHER DUTIES AS ASSIGNED** | 10% |

The incumbent 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.

Percentages are used to classify the position. Actual amount of time spent on each Essential Function may vary based on department cycles and priorities. Other duties may be assigned by the Appropriate Administrator.

## KNOWLEDGE, SKILLS and ABILITIES

| Knowledge, Skills and Abilities required to perform the Essential Functions in Section C |
| --- |
| 1. Demonstrated commitment to diversity and inclusive excellence, including respect, courtesy, civility, appreciation, empathy, trust, inclusion, and consultation.  2. Ability to establish and maintain effective and supportive work relationships with diverse populations of students, faculty, staff, administrators and other stakeholders, including the general public.  3. Thorough knowledge of the disciplines and programs represented in the College of Humanities and the Arts.  4. Strong knowledge of major trends in higher education, especially as related to faculty success and teaching innovation.  5. Demonstrated positive leadership skills that help others understand and commit to the vision and goals of the College and University.  6. Ability to work effectively and positively in a dynamic work environment, including regular incorporation of feedback and ability to perform assignments during peak times of the year.  7. Strong ability to collaborate with, to advise, and to support faculty and Chairs on issues related to the College.  8. Demonstrated commitment to equity and fairness; experience working effectively and respectfully with a broad range of people and personality types.  9. Demonstrated organizational awareness and ability to stay current on administrative policies, procedures, and business practices.  10. Skill in accommodating and prioritizing multiple demands for commitment of time, energy, and resources to meet College and Division priorities and timelines.  11. Ability to maintain confidentiality, to address complaints respectfully, and to resolve problems by working effectively within appropriate university structures.  12. Strong ability to analyze and to use diverse sources of data to utilize resources effectively, to improve quality, and to drive decision-making.  13. Excellent communication skills, including the ability to speak effectively in front of large and small groups; to help various constituents navigate complex policies and procedures; and to produce clear and accurate written communications about a wide range of issues.  14. Ability to work effectively with, direct, and, where required, supervise faculty and staff.  15. Ability to plan, direct, and implement policies and programs.  16. Demonstrated ability to work effectively in planning and executing facilities-related projects.  17. Demonstrated attention to and knowledge of safety and risk issues, including those associated with facilities.  18. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must also be able to perform other duties as assigned. |

## NON-STUDENT POSITIONS MANAGED/LED BY INCUMBENT *(If Applicable)*

| Position Number | Classification and Working Title (To insert additional rows, click Tab in the last row.) |
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## PHYSICAL DEMANDS and WORK ENVIRONMENT

| Describe the physical demands required of this position (e.g. lifting, sitting, standing) and the work environment (e.g. typical office environment, moderate noise level). |
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| This position requires the ability to work for long hours at a desk in an office environment with a moderate noise level and a moderate to high level of student, faculty, and staff traffic. S/he also needs to walk around campus (and sometimes go off campus by walking or driving) for meetings, relationship building, and space inspections. |

## QUALIFICATIONS

| **Minimum Qualifications** (for non-MPP positions, HR will complete this section) | **Preferred Qualifications** (used for recruitment purposes only) |
| --- | --- |
| Education: Terminal degree in a field in the college | Education: Earned doctorate in a field in the college. |
| Experience:  1. Experience in academic leadership/administration such as department chair, program coordinator,  or with similar experiences through department or other committee service).  2. A research, scholarly, or creative activities record and teaching experience that demonstrates excellence in one or more disciplines in the college and qualifies the candidate for tenure in a department within the college.  3. A record that demonstrates the ability to lead and support faculty, staff, and students at a large, comprehensive public institution. | Experience:  1. Three (3) or more years of experience in academic leadership/administration.  2. Demonstrated success in producing innovative and/or interdisciplinary research, scholarship, or creative activity; garnering internal and external grants; or related accomplishments.  3. Experience with major college-level administrative functions, such as academic budgets, course scheduling, faculty appointments, and student and faculty success efforts.  4. A research, scholarly, or creative activities record, along with teaching experience, that demonstrates excellence in one or more disciplines in the college and qualifies the candidate for a tenured full professor in a department within the college.  5. Experience in the CSU (California State University) System |
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## SIGNATURES *(Enter names only; Signatures will be obtained when HR finalizes position description)*

| Employee Name/Signature: |  | Date Signed: |  |
| --- | --- | --- | --- |
| Department Chair/Work Lead: (if other than Appropriate Administrator) | n/a | Date Signed: |  |
| Appropriate Administrator Name/Signature: | Shannon Miller | Date Signed: |  |
| Workforce Planning Name/Signature: |  | Date Signed: |  |

| **HR Only** |
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