

INFORMATION FOR CANDIDATES

Make San José State University Your University of Choice



San José State University is seeking applications for:

Dean of the College of Applied Sciences and Arts

The Position

The Dean serves as the senior administrator and is the principal champion for innovative vision, leadership, and strategic directions for the College of Applied Sciences and Arts and its academic programs, including: Aerospace, Gerontology, Health Professions, Health Science, Hospitality, Recreation and Tourism Management, Kinesiology, Journalism & Mass Communications, Justice Studies, Library and Information Science, Military Science (Minor), Nursing, Nutrition & Food Science and Packaging, Occupational Therapy, and School of Social Work. The Dean must work effectively with administrators, faculty, staff, and student leaders to define and articulate the College and University mission, vision and education philosophy.

Responsibilities include but are not limited to:

- Provides leadership to faculty and staff inspiring vision, integrity, and creativity necessary to accomplish the goals of the University, the College, its Schools and Departments
- Develops partnerships and ties with various stakeholders across the College, University and broader community to achieve excellence in the College and University's teaching, research, and service mission
- Takes initiative to seek out and generate non-state resources and develops partnerships and association with alumni and community leaders to generate external support in the form of scholarships, faculty endowments, facility enhancements, and other efforts to enhance the quality of academic programs in the College
- Develops, implements, and monitors the College strategic plan to ensure consistency and appropriateness of Department/School and faculty/staff activities relative to the College plan
- Provides direction to Departments/Schools to assure program goals and activities coincide with and contribute to College and University goals and strategies
- Reviews academic teaching, research, and service; recommends retention, promotion, and tenure
- Provides leadership for coordination of the College's academic planning and assessment of curriculum and instruction
- Collaborates with leadership of interdisciplinary institutes and off-campus research centers (e.g., Stanford Geriatric Education Center), and other government and non-profit agencies
- Identifies and determines causes of problems or conflicts; develops and presents recommendations for improvement of established processes and practices; initiates and implements plans to solve problems and conflicts; maintains civility in difficult situations; makes an effort to serve as a mediator in conflict resolution and offers referrals to internal and external resources to address each situation on a case-by-case basis

- Maximizes productivity through use of appropriate skills and human resources; develops resources that create timely and efficient workflow; develops and recommends budget plan to senior administration
- Develops a collegial and respectful environment where diversity and equity are valued and appreciated by all members of the College
- Oversees the overall administration and operation of Departments/Schools through the College Executive Council consisting of chairs and directors, which also serves as the Academic Planning Council
- Applies comprehensive and current knowledge and understanding of principles and practices of higher education
- Directly supervises chairs and directors, and Dean's Office staff
- Supervises interviewing, hiring, and providing professional development opportunities for faculty and staff; planning, assigning and directing work to Dean's Office staff; appraising staff performance, rewarding and disciplining staff and faculty
- Carries out responsibilities in accordance with University policies and applicable laws

The Ideal Candidate

We seek an academic leader with vision and energy who embraces the University's shared values and possesses the following professional and educational qualifications.

Critical Success Factors

The successful candidate must:

- Provide evidence from previous experience of energetic and visionary leadership and administrative competency in leading a diverse college community with broad curricular offerings
- Provide evidence of proven experience in promoting academic excellence and innovation; demonstrated excellence in effective academic planning, administration, personnel and fiscal management; proven record of promoting positive and cooperative relationships among faculty, staff, and students; experience with awareness of and sensitivity to the educational goals of a diverse population; active participation in expanding educational and professional opportunities to populations currently underserved or underrepresented
- Demonstrate knowledge, skills, and expertise related to an academic discipline and is recognized as teacher and scholar that would allow the candidate to have retreat rights to a Department or School in the College
- Demonstrate evidence of research, scholarship, and service in professional organizations
- Provide evidence of innovative and successful leadership of academic programs
- Demonstrate knowledge and skills in implementing procedures, policies, and regulations of the campus and California State University System
- Demonstrate skills necessary for establishing high quality communication involving written reports, daily correspondence, and speeches to internal and external groups
- Provide evidence of attentive listening skills and ability to incorporate multiple perspectives from constituent groups for making well-informed decisions
- Provide evidence of effective fund raising accomplishments

Minimum Qualifications

This position requires:

- Doctorate in one of the College's disciplines and an outstanding record of teaching and scholarly achievement (commensurate with the rank of full professor) with evidence of significant continuing professional activity
- At least five years in academic or administrative positions of increasing responsibility

The College of Applied Sciences and Arts

The College of Applied Sciences and Arts provides both liberal and well-defined professional education at the undergraduate and graduate levels. The curricula enable students to be competent professionals in a technologically complex and culturally diverse society. The College's courses and programs provide the student with a theoretical base developed and tested through research, knowledge that can be applied in diverse systems, processes that incorporate human understanding and cooperation, and supervised practice through internships, practica, and/or preceptorships in a variety of career related settings. Graduates become leaders and establish professional careers as administrators, educators, practitioners, and applied researchers in a variety of discipline-related

settings. These settings include both private and public agencies, government institutions at all levels, community and health care organizations, and educational institutions.

Academic Administration

The Provost is the chief academic officer of the University and has responsibility for the University's academic programs, personnel, resources and support services. Academic programs are delivered by the faculty of various departments and schools, which are organized into seven colleges. Additionally, there are eight divisional units that fall under the Academic Affairs Division: Academic Technology, Faculty Affairs, Graduate Studies and Research, Institutional Research, International & Extended Studies, Research Foundation, Undergraduate Studies, and the University Library.

San José State University

Located in the heart of Silicon Valley, the world's high-tech capital, [San José State University](#) successfully educates students to compete in and contribute to the complex, global economy of the new century. SJSU is recognized for its world-class faculty, cutting-edge programs, and growing collaborations with private and government entities. Silicon Valley firms and agencies seek SJSU students for internships, summer work programs, and for assistance with research and development projects. Silicon Valley firms employ more graduates from SJSU than from any other university in the nation.

Founded in 1857, San José State University is the oldest public institution of higher education on the West Coast. From its beginnings as a normal school to train teachers for the developing frontier, SJSU has matured into a comprehensive metropolitan university with seven colleges offering 134 bachelor's degrees and master's degrees.

Quality teaching and small classes are a priority at SJSU, where tenured professors teach introductory as well as advanced courses. One of the 200 top research universities in the nation, SJSU offers rigorous course work and research opportunities to approximately 30,000 undergraduate and graduate students.

The California State University System

The [California State University](#) is a leader in high-quality, accessible, student-focused higher education. With 23 campuses, 400,000 students, and 42,000 faculty and staff, we are the largest, the most diverse, and one of the most affordable university systems in the country. We are the gateway institution for the great majority of students seeking a baccalaureate education in California, and for those who seek professional training as teachers, nurses, social workers, and engineers. We offer myriad opportunities to help students achieve their goals. We prepare graduates who go on to make a difference in the workforce. And we have tremendous impact on the education, lives, economy, and the future of Californians and people throughout the world.

Appointment

The salary is commensurate with the qualifications and experience of the successful candidate. The University offers a comprehensive and generous [benefits package](#). Attractive short and long-term housing is also available on campus.

Appointment will be made at the Administrator IV level of the Management Personnel Plan.

The Application and Selection Process

Required Application Materials

To be considered for the position of Dean, College of Applied Science and Arts, candidates must submit the following materials to the address below:

- Letter of interest
- SJSU Employment Application: [PDF version](#) or [MS Word version](#)
- Complete and well-organized curriculum vitae
- List of five references

NOTE: Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

To Apply for the Position

E-mailed application materials or nominations preferred. Please send or e-mail (as file attachments in MS Word or PDF format only) the above-listed application materials to:

[Human Resources \(www.sjsu.edu/hr\)](http://www.sjsu.edu/hr)

One Washington Square • San José, CA 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

To Nominate Candidates

Please forward this announcement to those you know who might be qualified and interested or e-mail us a nomination of potential candidates whom we can contact.

****First Screening Date: September 1, 2008***

Requisition Number: 13387

All application materials must be received by the University no later than *September 1, 2008*.

*Applications sent after the First Screening Date will be considered at the discretion of the University. (Note: There may not be a second or subsequent screening). Candidates are strongly urged to review the SJSU Website before preparing their application materials. A list of useful links is provided at the end of this booklet.

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise us upon submittal of application.

"EVERY applicant is a potential San José State University community member"

Web Sites of Interest

- For information about the [College of Applied Sciences and Arts](#).
- For a virtual tour of [Silicon Valley's Metropolitan University](#).
- For information about the [President's Office](#) including links to SJSU strategic planning, "points of pride", "SJSU in the News", and "CSU Impact".
- [SJSU's portfolio](#) presents the treasures that make San Jose State University a dynamic and innovative institution engaged in bringing to life the best in our students, while powering Silicon Valley and beyond.
- [San José State University's magazine](#) brings you stories of SJSU people and their work, their research, their challenges and achievements.
- [For facts and figures](#), including links to various informative pages about SJSU and what makes it a special place to work, live, learn, and teach.
- For [faculty and student enrollment statistics](#).
- For driving directions and [campus maps](#).
- For information about [faculty and staff housing](#) available on campus.
- For more information about [CSU system-wide staff and management human resources policies](#), including collective bargaining agreements, salary schedules, classification standards, etc.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.