



### **Associate Vice Provost for Faculty Affairs**

California State University Channel Islands is the newest campus of the California State University, the largest system of public higher education in the United States. The institution is innovative, student centered, and committed to graduating students with its Four Pillars: a) international and b) multicultural perspectives; c) integrative approaches; and d) community engagement. CSUCI currently serves 7,000 students, and at its full capacity the campus will serve 15,000 students ([www.csuci.edu](http://www.csuci.edu)).

Founded in 2002 and located midway between Santa Barbara and Los Angeles and 10 minutes from the Pacific Ocean, CSUCI offers 25 undergraduate majors, ten graduate degrees, a joint doctorate in educational leadership, and a variety of certificate and teaching credential programs. CSUCI is an Hispanic-Serving Institution that takes special pride in the diversity of its students and its community and the collegial faculty-staff-student interactions which have characterized the institution since its beginning. The current student body is 50% Hispanic, 49% Pell Recipient, and 59% first-generation college students. Over half of CSUCI's undergraduates are transfers from community colleges. CSUCI is deeply committed to serving and developing all of its students.

The Associate Vice Provost for Faculty Affairs (AVPFA) reports to the Provost and is an integral member of the Provost's academic leadership team. The incumbent provides vision and strategic leadership for the planning and implementation of high quality services to faculty and works closely with the AVPs, Deans, Associate Deans, Department Chairs, faculty, and others on a wide variety of academic personnel issues. The responsibilities are interrelated with all other divisions on campus and require facilitated coordination among and between those entities.

With the support of the Faculty Affairs staff of professionals, the AVPFA is responsible for the administration of all academic personnel policies and procedures, and the interpretation, application, and administration of Unit 3 (Faculty) and Unit 11 (Academic Student Employees) collective bargaining agreements, including answering grievances; oversight of the Retention, Tenure, and Promotion (RTP) and student ratings of teaching (SRT) processes; the recruitment and appointment of tenure-track faculty and lecturers; the lecturer evaluation process; and faculty leaves administration. The AVPFA conducts appropriate trainings and orientations; develops academic-related policies; serves ex-officio on certain faculty committees; coordinates with University Counsel on legal matters related to campus academic personnel; provides counsel and advice to the Provost, academic administrators, and others on campus on a variety of academic personnel issues; oversees and conducts confidential investigations, as necessary; coordinates

disciplinary actions involving faculty employees within the Academic Affairs Division; interfaces and works with faculty union representatives on bargaining unit issues; and assumes other duties and responsibilities as assigned by the Provost or President.

An earned doctorate or other terminal degree from an accredited university or college is required. A tenured faculty appointment in one of the academic departments of the University may be awarded to an applicant with a terminal degree who also has a record of teaching, research/scholarly, and creative activities, and service sufficient to merit such an appointment. The ideal candidate should have evidence of progressively responsible administrative experience in a complex organization, including effective personnel administration, collaboration, and leadership; strategic planning process analysis; and institutional information analysis. They should also have significant experience with faculty on a collective bargaining campus or the equivalent experience on a shared governance campus with strong faculty collaboration and consultation. A full listing of the qualifications and duties of the position can be found in the profile under “Current Searches” at [www.academic-search.com](http://www.academic-search.com).

The University is being assisted by Academic Search, Inc. Applications should consist of a substantive cover letter, a curriculum vitae, and a list of five professional references with full contact information. No references will be contacted without the explicit permission of the candidate. Applications, nominations, and expressions of interest can be submitted electronically, and in confidence, to:

[CSUCIAVPFA@academic-search.com](mailto:CSUCIAVPFA@academic-search.com).

The position is open until filled but only applications received by January 22, 2019, can be assured full consideration. Confidential discussions about this opportunity may be arranged by contacting consultants Ann Die Hasselmo at [Ann.Hasselmo@academic-search.com](mailto:Ann.Hasselmo@academic-search.com) and Chris Butler at [Chris.Butler@academic-search.com](mailto:Chris.Butler@academic-search.com).

*California State University Channel Islands is an 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 or protected veteran status.*