

California State University, Dominguez Hills

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Position Description

The Provost and Vice President for Academic Affairs reports directly to the President and is the chief academic officer, serving as the University's executive officer in the President's absence. The Provost is responsible for providing academic and strategic leadership for all undergraduate, graduate, and research programs of the University, overseeing six colleges, the University Library, research and grants, institutional research, international partnerships, academic resource management, and faculty affairs. Key responsibilities include:

- Working closely with college deans, the academic senate, and President's cabinet members to support and enhance student retention, graduation, and success;
- Advancing effective pedagogy, faculty and student research, and interdisciplinary program development that effectively integrate academic technologies;
- Overseeing the development, implementation, assessment, and continuous improvement of academic programs and student learning outcomes, and demonstrating successes to key audiences and stakeholders, including regional accreditation agencies;
- Identifying and allocating resources to achieve strategic academic goals and priorities;
- Recruiting, developing, and retaining an innovative faculty and academic administrative and support staff committed to the mission of the University and the success of its students; and
- Promoting and advancing a stimulating and collegial academic environment, shared governance, scholarly work, and service.

Within the 23 campus California State University system, the Provost also works collaboratively with other CSU chief academic officers and Chancellor's Office administrators to educate Community members, business executives, funding agencies, donors, local and state politicians, and others on proven student academic success practices and CSU funding needs and priorities.

In addition to the Dean of the University Library and the Deans of the six colleges, also reporting to the Provost are the Vice Provost, the Associate Vice President for Institutional Effectiveness and Assessment, the Associate Vice President for Faculty Affairs, the Associate Vice President for Retention and Academic Advisement, the Dean of Undergraduate Studies, and the Dean of

Graduate Studies and Research. In addition, the following offices and programs report to the division of Academic Affairs and the Provost's office:

- University Advisement and Testing Center
- Service Learning, Internships, and Community Engagement
- The Toro Learning Center
- McNair Scholars
- Faculty Development Center
- Centers and Institutes

Minimum Qualifications

- An earned doctorate from a regionally accredited institution and qualifications appropriate for a tenured appointment in an academic department of the university.
- At least five years of successful administrative experience at the level of dean or higher.
- Proven ability to provide sustained leadership in a dynamic and rapidly changing environment.
- Demonstrated success in articulating a long-term vision and strategic plan to guide the development and implementation of academic programs.
- Demonstrated success in promoting and implementing innovative strategies supporting student academic success, increasing retention, and reducing time to degree.
- Demonstrated competencies in budget planning and administration; faculty/staff development and management; program planning, development, and evaluation; and resource allocation.
- Demonstrated effectiveness in ensuring implementation of student learning outcomes and assessment of student learning.
- Ability to work collaboratively across divisions to advance strategic and operational student enrollment practices.
- Demonstrated commitment to shared faculty governance.
- Excellent oral, written, and interpersonal communication skills.

- Demonstrated ability to work effectively in a multicultural, diverse, complex university environment.

Preferred Qualifications

- Experience fostering partnerships between the university, regional community colleges, K-12 schools, and the region it serves.
- Familiarity with the application of instructional technology.
- Clear understanding of current national higher education issues and policies.
- Commitment to providing leadership that encourages external grants and contracts.
- Successful experience in a collective bargaining environment.
- Successful experience in fundraising and gathering support from external stakeholders and friends.

How to apply

California State University Dominguez Hills has retained R. William Funk & Associates to consult with the Search Committee on this important search.

While applications and nominations will be accepted until a new Provost is selected, interested parties are encouraged to send their materials to our consultant at the address below by December 1 to assure optimal consideration. Application materials include a current resume and a letter of interest.

CSU Dominguez Hills Provost Search

R. William Funk & Associates

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Dallas, Texas 75219

Office: (214) 522-1222

Cell: (972) 754-5087

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~California State University Dominguez Hills is committed to providing an equal opportunity for all qualified individuals to be considered for employment, benefits and conditions of employment, educational programs and activities, regardless of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information.~

Compensation

California State University Dominguez Hills offers a comprehensive and attractive benefits program to its employees. Further information on benefits offered can be found at

<http://www4.csudh.edu/hr/salary-benefits/>

Conditions of Employment

Upon appointment, the applicant must furnish proof of eligibility to work in the U.S.

The person holding this position 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.

Must be able to pass a Live Scan (fingerprinting) background check as a requirement of employment.

Possession of a valid driver's license is required unless inappropriate due to a disability or other medical reasons. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

About CSU, Dominguez Hills

CSU Dominguez Hills, an urban university in the twenty-three campus California State University system, is located in Carson, in the South Bay region of Los Angeles County. Its 346-acre campus is situated in the historic Rancho San Pedro, the oldest Spanish land grant in the Los Angeles area. The campus is strategically located in the heart of a major technological, industrial, and transportation complex in Southern California. The area includes the massive Port of Los Angeles and Port of Long Beach—Southern California's gateway to international commerce. Cultural, performance, and sports venues in downtown Los Angeles are about twenty-five minutes away and the South Bay beach communities are a few minutes away to the west and south. The StubHub Sports Center, a 125-acre sports center developed by AEG and home to Major League Soccer's L.A. Galaxy, is located on the CSUDH campus.

With an enrollment exceeding 14,000 students, CSUDH is a federally recognized Minority-Serving Institution as well as a Hispanic Serving Institution and is among the most ethnically

diverse universities in the nation: 60% Hispanic, 14.5% African American, 11% White, and 11% Asian/Pacific Islanders.

CSUDH is fully accredited by the WASC Senior College and University Commission (WSCUC) and offers 45 baccalaureate degrees, 24 master's degrees, and a number of certificate and credential programs. While continuing to emphasize the liberal arts and sciences, the university offers professional programs at both the undergraduate and graduate levels. Twelve programs hold accreditations from national professional associations: business administration, clinical sciences, computer science, education, health science, music, nursing, occupational therapy, public administration, social work, special education, and theatre arts. The university is known for excellence in teacher education, nursing, psychology, business administration, and digital media arts. CSUDH is also a national leader in distance education, with ten academic degree programs and seven certificate programs offered online.