



## **Vacancy Announcement**

### **Dean, College of Arts and Letters**

#### **California State University, Sacramento**

A Premier Metropolitan University, the Campus of Choice for  
Students, Faculty, Staff and the Community

California State University, Sacramento invites applications and nominations for the position of Dean of the College of Arts and Letters. The University is in the heart of Northern California, one of the most beautiful, diverse and rapidly growing areas in the country. The 300-acre campus, located just five miles from the State Capitol, is situated along the American River Parkway that offers miles of trails and recreational access to the city's two rivers, Folsom Lake, and the historic Sacramento riverfront. Sacramento State is a comprehensive, regional university, established in 1947 and located in California's capital city. The University has approximately 30,000 students and 1,729 full- and part-time faculty.

The College of Arts and Letters has approximately 412 faculty, 43 staff, and 4,800 students. The College offers Bachelor's and Master's degrees in Art, Communication Studies, Dance, English, Film Studies, French, Graphic Design, Interior Design, History, Humanities, Journalism, Music, Philosophy, Photography, Religious Studies, Spanish, Theatre, as well as a joint Doctorate in Public History with the University of California, Santa Barbara.

The College has a dynamic faculty with a strong commitment to teaching and scholarship. The College is also home to several Festivals, Centers and Institutes such as the Festival for New American Music, Festival of the Arts, Capital Campus History Resource Institute, Center for Contemporary Music, Institute for the Study of Politics and Media, Center for World Music, Center for Hellenic Studies, Center for Practical and Professional Ethics, and the North Central Information Center.

#### **Primary Duties and Responsibilities**

The Dean is part of the Provost's academic leadership team and serves as the chief academic and administrative officer and spokesperson of the College of Arts and Letters. The primary responsibilities of the Dean are to provide leadership and manage the programs and activities

of the College as one of the academic units of the California State University, Sacramento campus. To this end, the Dean safeguards excellent quality of all academic programs; ensures inclusive student success; facilitates and supports development and productivity of faculty with diverse backgrounds in teaching, scholarly and creative activities, and service to the institution and the community; represents the college and assists in partnerships with regional entities and initiatives; coordinates and supports the development and evaluation of instructional program offerings and student support systems. The Dean has primary responsibility for external funds development, gifts, grants, and contracts that support the breadth of activities of the College and provides leadership in building strong relationships with, and generating support in, the greater community for the benefit of the College. The Dean also oversees development of annual budget requests and administers the College's budget. The Dean is responsible for personnel matters, including coordinating and supervising the administrative duties of department chairs, staff and program directors, and for making independent recommendations on all College appointment, retention, tenure, and promotion requests. The Dean is responsible for implementation of the University's Academic and Strategic Plans in the College.

The Dean is supported by two Associate Deans and the staff in the Dean's Office. The Dean provides a communication link between other campus administrators and the College's department chairs and program directors, and coordinates long-range planning for the College. The Dean serves as an advocate for the diverse needs of the College, particularly at the University and CSU System-wide levels. The Dean is a University administrative officer and performs these and other duties as assigned by the Provost/Vice President for Academic Affairs and the President.

### **Required Qualifications**

#### **Education and Experience**

- Possession of an earned doctorate or other terminal degree(s) that warrants a senior faculty appointment within one of the departments in the College;
- Five years of administrative experience in a university, including experience as a department chair or the equivalent level;
- Successful teaching experience and record of scholarly or creative activity in one or more of the disciplines in the College;
- Experience with assessment of program learning outcomes
- Evidence of successful fiscal resource management experience.

#### **Knowledge, Skills, Abilities**

- Ability to coordinate multiple departments and cultivate an environment of collaboration;
- Demonstrated ability to provide leadership to meet the goals/mission of the College;

- Recent and demonstrated commitment to working with a diverse faculty, staff, and student population;
- Strong written, oral, and interpersonal communication skills;
- Commitment to excellence in teaching and learning at both undergraduate and graduate levels;
- Demonstrated commitment to shared faculty governance;
- Ability to be a strong advocate for the role of the liberal and fine arts throughout the institution and community.

### **Preferred Qualifications**

- Understanding of and willingness to support the varied goals of the college faculty and academic programs;
- Understanding of and willingness to support undergraduate and graduate research and student support programs;
- Evidence of community involvement and leadership;
- Demonstrated ability to generate external funds including the pursuit of opportunities to obtain grants and contracts;
- Experience with disciplinary accrediting agencies;
- Ability to foster regional partnerships among academic, arts community, and other stakeholders;
- Professional organization experience (e.g., NEH, NEA, etc.);
- Demonstrated commitment to professional development of faculty and staff;
- Experience with and commitment to interdisciplinary programs and scholarship.

### **Appointment**

The anticipated effective date of the appointment is negotiable but expected prior to the beginning of the fall 2017 semester (August 23, 2017). This position is defined in the Management Personnel Plan of the California State University. It is excluded from the collective bargaining process.

This position is also exempt from the overtime provisions of the Fair Labor Standards Act.

A five-year administrative review may be required by University policy.

### **Application Procedure**

Applicants must submit a cover letter, current vita/resume, and five references (name, email address and telephone number) who can speak to a broad range of professional qualifications. Nomination letters should include the name, position, address and telephone number of the nominee. All nominations and applications will be handled in confidence.

Finalists will be asked to furnish transcripts of the highest earned degree.

Priority review of applications will begin on Monday, March 27, 2017 and will continue until the position is filled. Please submit your applications and nominations to:



Emy Peña, Partner  
Storbeck/Pimentel & Associates  
6512 Painter Avenue, Whittier, CA 90601  
Electronic submissions are preferred.  
Please email us at [epsearch@storbeckpimentel.com](mailto:epsearch@storbeckpimentel.com)  
Code: Sac State – DCAL

For a confidential inquiry or nomination contact  
Ms. Peña at 562-360-1612

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This position is defined in the Management Personnel Plan (MPP) of the California State University. It is excluded from the collective bargaining process and is also exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

This position is covered by health benefits, and is exempt, (not eligible for overtime compensation) according to the Fair Labor Standards Act.

For more information on the comprehensive benefits package offered by the University visit: <http://www.csus.edu/hr/departments/benefits/benefitsprograms.html>

The duties of this position include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

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 the California State University Executive Order 1083 as a condition of employment.

Sacramento State is strongly committed to diversity in our hiring and applicant process. In that spirit, we are particularly interested in receiving applications from a broad spectrum of qualified people who assist the University in meeting its Strategic Plan goal of pluralism: "Build and sustain a vibrant learning community derived from the strength and vitality of our diverse

campus” California State University, Sacramento hires only those individuals who are lawfully authorized to accept employment in the United States.

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at [www.csus.edu/police/cleryact.htm](http://www.csus.edu/police/cleryact.htm). The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other safety matters. Print copies are available in the library and by request from the Office of Public Safety and the Office of the Vice President for Student Affairs.