
CAL POLY POMONA

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS

ABOUT THE POSITION

THE UNIVERSITY

Cal Poly Pomona is one of two polytechnic universities in the 23-campus California State University system, and one of only seven such institutions nationally. Located 30 miles east of Los Angeles, the university is in one of the most dynamic economic and cultural regions of the country. The University is noted for its scenic and historic 1,400-acre campus, once the winter ranch of cereal magnate W.K. Kellogg, located within an hour's drive of beaches, mountains, and desert. The University's 24,000 ethnically diverse students are enrolled in 54 baccalaureate and 45 master's degree programs, 26 credential and certificate programs, and a doctorate in Educational Leadership. Approximately 1,200 faculty members are actively engaged in innovative teaching, research and creative activities. For additional information about the University, please visit our website at <http://www.cpp.edu>.

THE POSITION

The Associate Vice President for Faculty Affairs (AVPFA) reports to the Provost and Vice President for Academic Affairs and provides leadership and oversight of the major functions of the Faculty Affairs Office. This position works closely with other AVPs and Directors as well as Deans, reporting to the Provost on a wide variety of activities. The responsibilities for Faculty Affairs are interrelated with all other divisions on campus and require facilitated coordination among and between those entities.

With the support of Faculty Affairs staff professionals, the Associate Vice President for Faculty Affairs (AVPFA) oversees implementation of all faculty personnel processes, policies, and procedures; provides counsel and advice to the Provost on all faculty personnel matters; and provides leadership in the development of new faculty personnel policies and procedures for the campus. The AVPFA has primary oversight and responsibility for planning, coordinating, and implementing academic personnel matters related to faculty and senior Academic Affairs administrators, coordinates the recruitment, appointment, and mentoring of faculty; coordinates the retention, tenure, and promotion (RTP) processes for tenure-track faculty; oversees the range elevation process for temporary faculty; interprets and ensures compliance with the faculty (Unit 3) and Academic Student Employee (Unit 11) collective bargaining agreements; facilitates informal resolution of faculty complaints; processes formal faculty contract grievances, faculty status disputes, settlement negotiations, and disciplinary actions; advises the Provost on faculty (Unit 3) and Academic Student Employee (Unit 11) labor relation matters; oversees retirement and faculty

in early retirement program (FERP); and provides training to faculty, staff, department chairs, and deans on faculty personnel matters.

The AVPFA supports the orientation of new faculty to campus and university life; manages the implementation of appointment and compensation changes for faculty and Academic Student Employees; coordinates the scheduling of sabbaticals and other leaves; supervises the maintenance of faculty database records; directs the revisions and updates to faculty recruitment manuals, and department chair handbook.

The AVPFA also serves as the liaison on faculty personnel matters to the CSU Chancellor's Office and other CSU campuses; works closely with Human Resources on personnel matters; provides leadership in helping the University achieve its equity, diversity, and inclusion initiatives; serves as the University contact with Emeritus faculty; serves as an ad hoc non-voting, member of various committees (e.g., Academic Senate Faculty Affairs Committee); participates in shared governance related to the development of, and revisions to, campus faculty personnel policies; and assumes other duties as assigned by the Provost.

DUTIES AND RESPONSIBILITIES

The AVPFA:

- Oversees policies and procedures related to faculty reappointment, promotion, and tenure. Provides workshops and guidance to faculty, evaluation committees, department chairs, associate deans, deans, and the Provost on RTP. Disseminates information advising faculty on eligibility for actions and resolves issues related to the RTP process. Oversees the range elevation process for temporary faculty. Oversees student evaluation process.
- Administers the collective bargaining agreement for all faculty (Unit 3) and Academic Student Employees (Unit 11). Represents the campus administration in resolving academic and faculty student grievances and other faculty union contract matters. Serves as liaison to the CSU Office of the Chancellor in collective bargaining matters for these units. Facilitates resolving conflicts involving faculty.
- Monitors the faculty professional leave process, including disseminating information and advising faculty on eligibility. Oversees the selections of campus nominees for the forgivable loan program (CDIP), coordinates faculty international travel and serves on the Provost's Awards Selection Committee.
- Facilitates faculty searches and appointments, including assistance with visas for international faculty members. Provides proactive training and support to faculty search committees and management personnel searches, ensuring inclusivity and diversity. Works closely with faculty search committees and the Office of Equity, Inclusion, and Compliance to implement best practices in recruiting and retaining diverse faculty and management personnel. Approves and monitors additional employment for faculty to assure compliance with faculty contract. Tracks the employment status of faculty members and provides oversight of the faculty salary administration. Monitors and advises Provost on issues with background checks for Unit 3 and Unit 11 employees.
- Represents Academic Affairs and works closely with the Office of Equity, Inclusion, & Compliance in responding to complaints of discrimination, harassment, retaliation, and

unprofessional conduct. Serves on interdivisional response team on matters of campus violence. Serves as Academic Affairs liaison to the CSU Office of General Counsel in arbitration hearings, lawsuits, and other legal matters.

- Provides expert advice on contract and faculty personnel matters to the President, the Provost, deans, associate deans, and department chairs. Works with the Academic Senate to develop policies related to faculty. Represents Academic Affairs on the Academic Senate Faculty Affairs Committee.
- Oversees professional development for faculty. Designs and implements professional training and leadership development for faculty, new and continuing department chairs, associate deans, deans, and other administrators within the Division of Academic Affairs.
- Provides administrative oversight of the Faculty Center for Professional Development, eLearning, and ROTC. Serves as HEERA manager to the Executive Director of Academic Personnel in the Office of Faculty Affairs, other staff in the Office of Faculty Affairs, and the Director and all staff members in the Faculty Center for Professional Development and eLearning.

REQUIREMENTS

Education Required

- Earned doctorate from an accredited institution

Experience Required

- A record of teaching, research, scholarship, and creative activity to support a tenured faculty appointment in one of the university's academic departments
- Three or more years of successful administrative experience requiring academic leadership and stewardship at or above the level of academic department chair or equivalent
- Significant experience with university policies and procedures
- Progressively responsible administrative experience including: institutional information analysis; analysis of strategic planning processes; effective personnel administration, collaboration and leadership
- Significant experience in shared governance; significant experience with the development of academic personnel policies and procedures within a collective bargaining agreement
- Knowledge in the broad spectrum of faculty personnel issues and processes
- Demonstrated ability to act decisively and ethically under strict deadlines and stressful situations

Knowledge, Skills and Abilities Required

- Demonstrated commitment to university teaching excellence and scholarship
- A record of effective and collegial working relationships with faculty, staff and students
- Sensitivity to cultural differences and ability to communicate effectively with a diverse campus community
- Strong analytical and organizational skills
- Effective and collaborative leadership style
- Excellent interpersonal and communication skills; ability to write reports and correspondence

- Ability to deal confidentially with highly sensitive and controversial issues
- Commitment to professional ethics
- Ability to create an environment of collegiality with all departments and units
- Ability to interpret the Collective Bargaining Agreement and applicable laws
- Demonstrated ability to prioritize and direct the activities of others
- Familiarity with, and skill in, maintaining confidentiality and discretion regarding highly sensitive personnel matters

Preferred Qualification

- Significant experience with California State University policies and procedures.

CONDITIONS OF EMPLOYMENT

- 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.
<http://www.calstate.edu/eo/EO-1083.html>.
- A background check must satisfactorily be completed before a candidate can be offered this position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for this position. The background check consists of the following: Employment and education verifications, reference checks, and checks of the following systems and databases: National Social Security Number/Address Locator, Felony/Misdemeanor, National Criminal Database, Federal Criminal, Department of Motor Vehicles, Credit Check, and National Sex Offender Registry.

NOMINATIONS AND APPLICATIONS

Applications and nominations will be accepted until a new AVPFA is selected, interested parties are encouraged to send their materials electronically to the address below.

Application materials should include a current resume, a letter of application addressing how the applicant meets the qualifications listed above, and contact information for five current references.



executive search consultants

Emy Peña, Partner
 Storbeck/Pimentel & Associates
 6512 Painter Avenue, Whittier, CA 90601
Electronic submissions are preferred. Please email us at
epsearch@storbeckpimentel.com Code: CPP-AVPFA

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

APPOINTMENT DATE/SALARY: The University seeks to have the Associate Vice President for Faculty Affairs in place in early 2018. Salary is commensurate with qualifications and experience. The position includes a very attractive benefits package.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER: California State Polytechnic University, Pomona is an Equal Opportunity, Affirmative Action Employer. The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the university, and to offer our students richly varied disciplines, perspectives, and ways of knowing. Cal Poly Pomona subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, and covered veteran status. The university hires only individuals lawfully authorized to work in the United States. As required by the Clery Disclosure Act, the university's annual security report is available at <http://www.cpp.edu/~police/annual-security-report.shtml>.