



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

POSITION DESCRIPTION

Dean Undergraduate Studies

The Dean of Undergraduate Studies is responsible for providing leadership and oversight for all policies and procedures related to undergraduate education at the University. The Dean is a member of the student success and educational effectiveness unit within Academic Affairs, under the leadership of the Associate Vice President for Academic Affairs, along with the Dean of Graduate Studies and Research, the Director of Institutional Research and the Director of Program Review and Assessment.

The Dean of Undergraduate Studies provides leadership for the development, improvement and maintenance of undergraduate programs as well as academic support programs, where appropriate, using evidence based and best practices. The Dean is also responsible for ensuring that the state and federal laws and the policies and regulations at the CSU system and campus level that apply to undergraduate education are implemented fairly and in a manner that is consistent with their intent. The Office of Undergraduate Studies reviews and acts on student petitions for exceptions to such laws, policies, and regulations.

The Office of Undergraduate Studies oversees a number of programs including academic advisement, articulation (with a specific emphasis on SB1440 and 2+2+2 programs with area high schools and community colleges), credit for prior experiential learning (CPEL), freshmen year and new transfer student activities, General Education (including assessment of student learning outcomes), remediation and the Early Start program, undergraduate retention and graduation, special majors, and the writing proficiency examination. It also serves as the University-level clearinghouse for all University curricula. The Dean also provides leadership for the First Year Student Learning in Communities Program, the Academic Advisement Center, the University Writing Center, the University Tutorial Center and the Center for Community Engagement.

The Dean of Undergraduate Studies serves as the executive secretary of the Educational Policy Committee and the Curriculum Subcommittee of the Academic and on a variety of administrative committees.

The Office of Undergraduate Studies includes an Associate Dean, an Administrative Analyst Specialist and an Academic Support Assistant.

Required Qualifications and Experience A terminal degree from an accredited college or university, university teaching experience at the undergraduate level and a record of scholarly

activity, with a verified background and qualifications to be appointed with retreat rights to a tenure full professorship in a department within a college of the University.

Candidates for the position must have at least five years experience in positions of leadership such as chairperson, director, associate dean, or dean with a significant undergraduate focus and a documented record of successful planning, program implementation and evaluation, problem solving, and supervision of personnel. Candidates must be energetic, enthusiastic, and have excellent written and verbal communication skills. They must have the demonstrated ability to establish and maintain professional and cooperative working relationships with administrators, faculty, students and staff; a commitment to shared governance and an ability and/or interest in working in a multicultural/multiethnic environment.

Desired Qualifications: Experience with high impact programs such as service learning, learning communities, senior capstone courses or undergraduate participation in research, scholarly or creative activity is desired; experience in minority-serving institutions with an urban mission.

Compensation: Salary is commensurate with experience and qualifications. A comprehensive benefits package is provided.

Appointment: The Administrator IV appointment will be made under the guidelines for management and supervisory employees of the California State University. All rights and benefits associated with this appointment are governed by the Management Personnel Plan.

Closing Date: Review of applications will begin on February 1, 2012 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed online CSULA employment application is required. Fingerprinting will be taken and checked by the California Department of Justice and FBI. To ensure full consideration, send letter of interest that addresses qualifications, a curriculum vita, and references to:



executive search consultants

Sharon Tanabe, Partner
1111 Corporate Center Drive, Suite 106
Monterey Park, CA 91754
323.260.7889 (FAX)

Electronic submissions are preferred

Please submit to: stsearch@storbeckpimentel.com

CODE: CSULA DUS

For a confidential inquiry, contact Ms. Tanabe at 323-260-5045

Equal Opportunity/Title IX Employer