POSITION DESCRIPTION

FOUNDING DEAN
COLLEGE OF NATURAL SCIENCES
California State University, Stanislaus

FOUNDING DEAN: The Founding Dean has the extraordinary opportunity to provide the dedicated leadership that will inspire faculty, staff, and students to work collaboratively in building a new college with the highest reputation for academic excellence and accomplishment.

COLLEGE DESCRIPTION: The Dean and the College of Natural Sciences will be housed in a new $57M state-of-the-art science facility, which will open for classes in Fall 2007. The five departments within the College offer undergraduate degree programs in biological sciences, chemistry, computer science, geology, mathematics, physics, and physical sciences, and a master’s degree in marine sciences. A new master’s program in ecology and sustainability is currently under review. The College is comprised of 51 full-time faculty, 13 (FTE) part-time faculty organized into five departments, and holds accreditation by the American Chemical Society.

POSITION SUMMARY: The dean reports to the provost and vice president for academic affairs, maintaining clear lines of communication among the college faculty, department chairs, staff, students, and the university administration. The dean provides the creative leadership and vision to:

- enhance and promote academic program excellence and innovation;
- achieve the highest standards of quality in teaching, research, scholarship, and service within the College;
- increase enrollments and students’ successful progression to graduation;
- increase funding from external sources (public and private);
- increase the diversity of the college’s faculty, staff, and students through the creation of programs that support the equal opportunity goals of the university;
- promote and foster a collegial and supportive working and learning environment with all internal and external constituencies;
- assure adherence to state and federal regulations, university and system policies, and appropriate accreditation standards; and
- position the college to respond successfully to the challenges and opportunities confronting contemporary higher education.

Departments: Biological Sciences; Chemistry; Computer Science; Mathematics; and Physics, Physical Sciences, and Geology.

SUPERVISORY RELATIONSHIPS: The dean reports to the provost and vice president for academic affairs. He or she supervises one administrative analyst, one administrative coordinator, and one equipment technician. In addition, the dean supervises five department chairs.

ESSENTIAL FUNCTIONS: In support of the missions of the college and California State University, Stanislaus, the dean holds responsibilities in the following areas:

Academic Program Planning and Policy Development
- Provides academic vision and leadership in developing, delivering, and evaluating high-quality academic programs in the departments and programs of the college.
- Develops with the faculty a strategic plan for the college.
• Develops, in conjunction with department chairs, policies and procedures to guide the functions of the college.
• Establishes and supervises committees to facilitate the affairs of the college.

**Curriculum and Programmatic Excellence**
• Provides leadership for assessment of student learning, academic program review, support-unit review, national and discipline-specific accreditation, curriculum enhancement, curriculum development, research, and new program development within the college, remaining abreast of current and projected directions in higher education.
• Supervises academic advising within the college; approves exceptions to college requirements, academic standards, and policies.
• Recruits faculty and students with special emphasis on program excellence within a tradition of diversity.
• Applies a commitment to diversity in programs and curricula that addresses the needs of a multicultural region.
• Delivers education programs through various modes of distance education.
• Incorporates technology in curriculum and educational programs.

**Students**
• Seeks, in conjunction with the academic departments, to enrich the academic experiences of students enrolled in college courses, programs, research activities, and field activities.

**Enrollment Management**
• Provides leadership for enrollment management functions of the college, including recruitment, admission, enrollments, student support services, and graduation.
• Provides leadership for proposing and meeting enrollment targets.

**Budget**
• Together with the faculty of the college, develops and presents budget recommendations to the provost.
• Administers budget allocations in support of departments and programs within the college.
• Plans and controls college expenditures within established budgetary constraints.
• Manages both internally- and externally-funded budgets for the college.

**Advancement and Fundraising**
• Raises funds from sources external to the institution, including individuals, corporations, and foundations.
• Provides leadership in developing external funds, including gifts, grants, and contracts.

**Personnel**
• Makes recommendations to the provost regarding appointments, promotion, tenure, and compensation issues for faculty and staff.
• Performs evaluations of college personnel according to university and college policies.
• Encourages, plans, actively supports, and implements faculty development opportunities.
• Audits teaching loads, committee assignments, professional activities, and academic advising functions of faculty to provide balance and equity while satisfying workload responsibilities of the college for meeting enrollments.
• Serves as a mediator for disagreements involving faculty, staff, and students within the college.
• Promotes university goals for diversity and affirmative action.
CSU System
• Ensures adherence to and conformity with provisions of CSU system and university policy, applicable bargaining agreements, disciplinary accreditation standards, and the standards of the Western Association of Schools and Colleges.
• Operates within the complexities and responsibilities of a collective bargaining environment.

College Representation and Promotion
• Represents the university and its component programs in local, regional, system, state, national, and international arenas.
• Represents the college on the Provost’s Deans Council.
• Works as a contributing member of an administrative team.
• Participates in ceremonial and professional functions representing the college and California State University, Stanislaus.
• Participates, as appropriate and when possible, in scholarly or instructional activities within her/his discipline.
• Collaborates with K-12 schools, community colleges, and other universities.
• Collaborates with industry and governmental agencies.

Other Leadership Functions
• Performs other duties as assigned.

QUALIFICATIONS
Required Education and Experience
• An earned doctorate from an accredited institution in a discipline represented in the college or a closely related field.
• A proven record of distinguished teaching, research, scholarship, and service commensurate with a faculty appointment at the rank of a tenured professor.
• Extensive experience in an academic leadership position at the department level or above.