THE UNIVERSITY

Sonoma State University is one of the 23 campuses of the California State University. Located in the Sonoma County wine country, 48 miles north of San Francisco, the University has an enrollment of approximately 9,000 students. As of spring 2013, the University had 497 faculty with 47% tenure-track. The University is comprised of six schools: Arts and Humanities, Business and Economics, Education, Extended and International Education, Social Sciences, and Science and Technology. Degrees are offered in 45 majors at the bachelor's level and 16 at the master's level. Sonoma State University occupies 274 acres in the beautiful wine country of Sonoma County, in Northern California. Located at the foot of the Sonoma hills, the campus is just an hour's drive north of San Francisco and 40 minutes away from the Pacific Ocean.

THE DEPARTMENT

University Studies (UNIV) is a unique academic unit whose mission is to offer courses and programs that:

- Address multidisciplinary academic knowledge and skills to meet learning outcomes that cut across the perspectives and applications of specific academic disciplines, and, in most cases
- Incorporate student examination of their roles as emerging scholars, young adults, and members of the Sonoma State University community

DUTIES OF THE POSITION

The purpose of UNIV 102, First Year Experience, is to contribute to the retention and graduation of students at Sonoma State University. The course is designed to foster a supportive learning community, provide mentoring, and enhance academic skills, personal skills (self-awareness, responsibility, relationships with others), and knowledge about campus resources to facilitate successful transition from high school to college. Other aspects covered are choosing a major, career exploration, health and social issues (sexual assault/harassment, alcohol/drug abuse), information competencies, code of conduct, and diversity/multiculturalism.

UNIV 102 is one of the required courses that students take when participating in a Freshman Learning Community (FLC). The following is a current list of FLCs requiring UNIV 102 (subject to change):
Equal Opportunity Program (EOP) Academy: two-unit sections of UNIV 102 in the fall
First-Gen Living/Learning Community: two-unit sections of UNIV 102 in the fall
Academic & Career Exploration (ACE) Living/Learning Community: one-unit sections of UNIV 102 in the fall, one-unit sections of UNIV 102 in the spring

Instructors will receive 1-2 units (depending on FLC) to teach UNIV 102 to a cohort of approximately 25 students with a student leader (Peer Mentor).

Each instructor has a responsibility to:
- Provide academic and career advising, including choosing a major assistance;
- Assist students in developing academic skills necessary for college success;
- Ensure students meet all course learning outcomes;
- Conduct at least one individual meeting with each student during the semester course;
- Provide advising, assistance, and problem solving in areas that touch students’ lives, such as career planning, financial aid, registration, housing, decision making, communication, etc.;
- Provide class sessions and/or opportunities for students on specific transitional issues of first year students via lectures, topical discussions, etc.;
- Develop, deliver, and inform students about co-curricular activities that serve to maintain contact with students, provide assistance, and supplement their academic experience;
- Be an essential component of the academic early warning system through monitoring of assigned students’ progress, conducting surveys, managing the mid-term evaluation interventions, remaining available to professors who have alerted the team to a possible problem, and providing ongoing advisement;
- Refer students to student services departments for particular support needs and multicultural opportunities, including EOP, Center for International Education, the Hub, etc.;
- Be available to help students while they are attending SSU;
- Ensure a smooth “hand-off” to a departmental faculty advisor after undeclared students select a major;
- Comply with state mandates by providing opportunities to learn about sexual harassment and alcohol education;
- Facilitate and promote the graduation of full-time students in four years;
- Participate in the ongoing refinement, modification, evaluation, and expansion of Freshman Learning Communities;
- Serve as a mentor for the student leader (Peer Mentor) teaching with you;
- Meet with the Peer Mentor during the summer and weekly during the semester to plan and develop the course;
- Collaborate with other faculty teaching courses that are also part of the FLC to provide seamless transitions curriculum between courses
- Attend co-curricular events presented by other departments and staff (Residential Life, Academic Affairs, etc.) that are offered to FLC students
- Attend faculty professional development workshops
- Attend monthly department meetings
- Participate in “First Day” preceding the first day of instruction each academic year
- Attend instructor training workshops in early May and mid-August
PROFESSIONAL QUALIFICATIONS

To be recommended for appointment, the candidate must have:

Required:

- At least a Masters Degree from an accredited program in student affairs, counseling, or related field; or at least a Masters Degree from an accredited program and experience with curricular planning
- Ability to develop curriculum to support learning outcomes of varying programs
- Understanding of first year student academic and transition issues
- Willingness, readiness and ability to support the institutional commitment to enhancing campus-wide diversity efforts.

Preferred:

- At least one semester of experience teaching a graded course to college students.
- Experience teaching lower division courses.
- Knowledge of SSU’s academic departments, major change/declaration procedures, and student support services.

RANK AND SALARY

Full-time is 15-unit workload per semester. Actual salary is dependent upon number of units assigned, educational preparation, and availability of funds subject to any CSU system faculty contract salary increases.

- Selection as a candidate in the applicant pool, does not guarantee employment. Temporary Faculty appointments are made on a part-time, temporary basis and contingent upon department needs and funding.
- Temporary Faculty appointments are made on a semester-by-semester basis.
- Relocation expenses will not be provided for temporary faculty appointments.
- Reimbursement for expenses incurred to attend an interview for temporary faculty positions are not reimbursed by the University.

HOW TO APPLY

Do not send materials to facultysearch@sonoma.edu. To apply for this position, go to www.sonoma.edu/jobs and select Job Opportunities. If you are not currently employed at Sonoma State University, select the External Applicants box. If you are currently employed at Sonoma State University, select the Internal Applicants box. You will be redirected to a list of all available jobs at Sonoma State University. Find and select the faculty position you are applying for to view the description and select Apply Now. If you have not applied for a job at Sonoma State University previously you will be asked to Register Now in order to proceed. At the initial stage of the application, you will be prompted to upload a resume. Please combine your CV, cover letter, and completed supplemental portion into one PDF document and upload it in place of the resume. Once you have submitted the application, a confirmation email will be automatically sent.
to you. If you encounter difficulties during the application process, please email facultysearch@sonoma.edu.

Please submit:

- Application cover letter
- Curriculum vitae
- Completed supplemental portion

Official transcripts are required at the time of hire.

**Application procedures for temporary faculty already teaching in the department:**
- Temporary Faculty with three-year contracts do not need to reapply.
- Temporary Faculty who have taught UNIV 102 within the past two years need only submit a letter of intent in place of a resume and proceed to submit the application to remain in the pool. The hiring committee will review the Personnel Action File and then determine whether an additional interview would be beneficial.

Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee’s identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.

**APPLICATION DEADLINE**

The deadline to apply is by **Monday, March 14, 2016**.

**Questions concerning the application process may be directed to:** facultysearch@sonoma.edu.

Questions concerning this position may be directed to:

Alvin Nguyen
alvin.nguyen@sonoma.edu
707-664-3281

104126- PLEASE REFER TO THIS NUMBER ON ALL CORRESPONDENCE AND INQUIRIES REGARDING THIS POSITION.

**EQUAL EMPLOYMENT OPPORTUNITY**

The University is an Equal Opportunity Employer and does not discriminate against persons on the basis of age, disability, disabled veteran or Vietnam-era veteran status, gender, marital status, national origin, race, religion, or sexual orientation.

**MANDATED REPORTING REQUIREMENT**

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.
CAMPUS SAFETY REPORTS

Jeanne Clery Act – Annual Security Report
Sonoma State University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Sonoma State University and on the public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault and other matters. You can download a copy of this report by accessing the Police and Parking Services web site: Jeanne Clery Act - Annual Security Report, or receive a copy by contacting Police and Parking Services at (707) 664-2143.

Campus Housing Fire Safety Report
Sonoma State University’s Annual Campus Housing Fire Safety Report, in compliance with The Campus Fire Safety Right-to-Know Act, contains information about fire statistics, fire safety systems, and safety practices and standards for campus housing. The Campus Housing Fire Safety Report is available at the Housing Services website or you can contact Housing Services at (707) 664-2541 to receive printed information or additional information.

BACKGROUND CHECK
Successful candidate is required to complete a background check prior to assuming this position.

SMOKE-FREE CAMPUS
Sonoma State University is in the process of working towards adopting a smoke-free campus policy. It is anticipated that January 1 smoking will only be permitted in designated areas and July 1 smoking will not be permitted anywhere

View Benefits Summary

SONOMA STATE UNIVERSITY
Department of University Studies
1801 East Cotati Avenue
Rohnert Park, CA 94928-3609
Supplemental Portion

PART I: The following are learning outcomes of UNIV 102: First Year Experience. Although it is important that our students meet all the learning outcomes, we have committed to placing emphasis on outcomes 3, 4, 6, 8, and 10. From these outcomes (3, 4, 6, 8, and 10), please choose three and, in one to two pages, explain how you will assist your students in meeting these outcomes, in and/or out of the classroom. Specific examples of classroom lessons and homework are encouraged.

At the end of the course students will…

1. Develop a sense of belonging by connecting with their instructor, Peer Mentor, and members of their Freshman Learning Community;

2. Have an understanding of the value of a liberal arts education, including general education and how it is incorporated in life-long learning;

3. Increase their understanding of the academic requirements to achieve their career and life goals;

4. Develop the academic skills to successfully achieve their goals;

5. Demonstrate knowledge of the university resources needed to be a successful member of the university community

6. Increase their ability to make appropriate social and emotional relationships;

7. Improve their verbal and written communication skills;

8. Demonstrate knowledge of multicultural competences and cultural sensitivities;

9. Clarify their values and develop a stronger sense of identity;

10. Increase their level of civic engagement and social responsibility.

PART II: Discuss your experience and education working with people who are from diverse backgrounds.