FACULTY EMPLOYMENT OPPORTUNITY

DEPARTMENT OF UNIVERSITY STUDIES

Temporary Faculty Position (Lecturer)
For UNIV 237
Addition to the Pool for 2016-2017

Refer to 104127 on all correspondence and inquiries regarding this position.

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

Teach a one-unit section of UNIV 237 (Career-Life Planning) to Undeclared or Undecided students in order to help them choose a major and career that will reflect and support students’ interests, values, skills, and lifestyle preferences.

Each instructor has a responsibility to:

• Attend monthly department meetings
• Attend two UNIV 237 instructor meetings prior to each semester teaching (July and August for fall semesters, November and January for spring semesters)
• Develop and teach curriculum so that at the end of the course students will:
  o Review student’s past job and career experience.
Explore and identify student’s interests and values and their relationship to possible major and career.
Investigate a specific major or career. Identify specific aspects of them and ways to enter the career or major.
Develop a list of functional skills to prepare a resume.
Investigate and list specific experience and skills that would relate to potential jobs.
Become familiar with the resources available in the Career Center, Advising Office, and other pertinent student support services.
Investigate possible majors and careers using resources outside of SSU.
Learn about actual careers and get direct information from people working in them.
Synthesize information learned in class and develop short and long-term goals.

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
- Knowledge of career counseling, academic advising, assessment inventories, interactive exercises, and occupations.
- 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.
- 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 237 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
104127- 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
Supplemental Portion

The following are outcomes of UNIV 237: Career-Life Planning. Please choose three outcomes, in one to two pages, explain what activities or assignments you might have students complete to meet those outcomes. Specific examples of classroom lessons and homework are encouraged.

At the end of the course students will...

- Review student’s past job and career experience.
- Explore and identify student’s interests and values and their relationship to possible major and career.
- Investigate a specific major or career. Identify specific aspects of them and ways to enter the career or major.
- Develop a list of functional skills to prepare a resume.
- Investigate and list specific experience and skills that would relate to potential jobs.
- Become familiar with the resources available in the Career Center, Advising Office, and other pertinent student support services.
- Investigate possible majors and careers using resources outside of SSU
- Learn about actual careers and get direct information from people working in them.
- Synthesize information learned in class and develop short and long-term goals.