Job Posting

Job Title: Associate Vice President for Faculty Affairs (Administrator IV)
Job ID: 104314
Location: Sonoma State University (Rohnert Park, CA)
Full/Part Time: Full-Time
Regular/Temporary: Regular

Department Name
Faculty Affairs

Salary and Benefits
The salary for this position will depend on qualifications and experience.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking the View Benefits Summary link or by request from SSU Human Resources.

Application Deadline
First review of applications will be at 8 am on March 7, 2017. Applications received on or after the first review date may be reviewed on a rolling basis until the position is filled.

Conditions of Employment
This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

Responsibilities
Reporting to the Provost and Executive Vice President for Academic Affairs, the Associate Vice President for Faculty Affairs (AVP FA) is responsible for fostering and maintaining a positive and collaborative relationship with and among the faculty in order to advance the university's mission. This includes providing leadership, support, and oversight for faculty recruitment, evaluation, professional development, research and scholarly activities, and employment matters related to faculty classified under the California Faculty Association (Unit 3).

Pursuant to this purpose, the AVP FA facilitates the formulation and administration of Academic Affairs policies and procedures governing faculty, champions faculty development opportunities, and provides leadership and general oversight to various functions of faculty activities as designated by the Provost. In addition, the AVP for Faculty Affairs provides counsel and advice to the Provost on faculty personnel matters, and supervises staff and student employees in the Faculty Affairs Office, the Senate Analyst, the Director of the Faculty Center and the Director of SOURCE & McNair Scholars.

Major duties of the position include, but are not limited to, the following in support of the Faculty Affairs office:
- Work collegially with faculty governance committees on faculty policy and planning issues
- Coordinate the faculty recruitment and Retention/Tenure/Promotion (RTP) process
- Work closely with deans and department chairs in matters related to faculty personnel and in interpreting provisions of the California Faculty Association (CFA) collective bargaining agreement (CBA)
- Supervise all personnel procedures and processes related to faculty, including, but not limited to: appointment, evaluation, paid and unpaid leaves, additional employment, outside employment, and faculty retirement programs (Faculty Early Retirement Program and Pre-retirement)
- Implement and ensure compliance with the CFA collective bargaining agreement
- Oversee employee relations for faculty employees' status disputes, contract grievances, disciplines, negotiations of settlement, termination and layoff
- Provide leadership in managing communications with faculty related to policies, procedures, CBA changes as well as appointment and compensation changes
- Seek faculty input when appropriate, and be available to hear faculty concerns
- Work closely with the AVP of Human Resources on faculty personnel matters
- Serve as co-investigator of Title IX complaints related to faculty
- Serve as a resource to the Provost and committees and provide guidance related to faculty recruitment, orientation, evaluation, career development, and end of career processes
- Represent the campus in faculty grievances and on all legal matters related to faculty, serving as the campus' liaison to the CSU Chancellor's Office, General Council and the Department of Fair Employment and Housing
- Represent Academic Affairs and Sonoma State University by serving on various campus leadership and system-wide committees which may include, but are not limited to, relevant Senate committees, the President's Diversity Council, and Academic Coordinating Team (ACT)
- Participate with Human Resources to support projects related to the digitization of faculty hiring, evaluation and termination process
- Oversee budgets for Faculty Affairs

In coordination with the Office of Grants and Contracts, the incumbent also performs the following major duties:
- Assist faculty in the development of sponsored program proposals, especially in working with the Faculty Center staff to develop workshops to encourage grant and contract proposals.
- Serve as representative to the SSU Professional Development Subcommittee
- Work with Departments and Schools to support on-going faculty development in academic technology, curriculum improvement, and faculty-student research opportunities
- Advise the Provost and provide leadership on matters pertaining to Faculty Development and Faculty Research, Scholarship & Creative Activities

Performs other secondary duties as assigned.

Duties will primarily take place in an office setting in Academic Affairs on the Sonoma State University campus, however additional duties may be performed in various locations in and around the university campus and include working both indoors and outdoors in periods of inclement weather. As an exempt employee you have some flexibility in your schedule, however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Your specific start time is determined by your Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the Appropriate Administrator to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus.

Qualifications
This position requires a successful university teaching experience and an outstanding record of research, scholarship and service, along with a minimum of four years of progressively responsible management and/or leadership experience. The incumbent is required to have an earned doctoral degree, or equivalent combination of education and experience, to provide the knowledge, skills and abilities to perform the duties of this position. Higher education experience highly preferred. Experience in the broad
spectrum of activities that relate to faculty personnel processes; knowledge and experience in the areas of faculty development and department chair leadership; and an understanding of the interconnectedness of departments and divisions across the university is essential. In addition, the position requires an understanding of and appreciation for the mission, goals, and responsibilities of university research endeavors as well as a strong commitment to the mission of Sonoma State University and the mission, goals, and objectives of the Academic schools of the University. Experience with Hispanic serving institutions preferred and demonstrated commitment to diversifying faculty and staff highly preferred. Intermediate proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel) required. Knowledge of PeopleSoft HCM preferred.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills, and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment using exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university, establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

Qualification Note
Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

Application Process
Click the "Apply Now" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

Qualified candidates must submit the following to be considered:
1. Cover Letter (attach as first page of resume)
2. Resume
3. Online Employment Application (complete entire application, resume/cover letter will not substitute for any part of the application)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

Other Information
Equal Employment Opportunity: The University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Mandated Reporting: This position may be 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.
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**About Sonoma State University**
Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at [www.sonoma.edu/ps/about/jeanneclery.html](http://www.sonoma.edu/ps/about/jeanneclery.html); Annual Campus Housing Fire Safety Report is available at [www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html](http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html).

**Contact Information**
Sonoma State University
Human Resources
Main (707) 664-3100
Fax (707) 664-3196
1801 East Cotati Avenue
Rohnert Park, CA 94928
hr@sonoma.edu