

DRAFT



**California State University, Bakersfield
Associate Dean, School of Business and Public Administration**

Position Announcement

California State University, Bakersfield (CSUB) seeks an outstanding, energetic and ambitious academic leader with administrative experience to be the new Associate Dean for the School of Business and Public Administration.

About CSU Bakersfield

California State University, Bakersfield, is a comprehensive public University committed to offering excellent undergraduate and graduate programs that advance the intellectual and personal development of its students. An emphasis on student learning is enhanced by a commitment to scholarship, diversity, service, global awareness and life-long learning. The University collaborates with partners in the community to increase the region's overall educational attainment, enhance its quality of life, and support its economic development. The University was founded in 1965 and opened for classes in fall, 1970. The University's faculty is world-class, with nearly 75% holding the highest degrees in their respective fields. A part of the 23-campus California State University (CSU) System, CSUB has a student body that reflects the diversity of the southern San Joaquin Valley, with approximately 55% of the student body of Hispanic origin. CSUB's vision is to be the leading campus in the CSU System in terms of faculty and academic excellence and diversity, quality of the student experience and community engagement.

The University serves more than 11,000 students at either the main campus in Bakersfield or the Antelope Valley Center and counts approximately 50,000 alumni from its four schools: Arts and Humanities; Business and Public Administration; Natural Sciences, Mathematics and Engineering; and Social Sciences and Education. The University offers undergraduate, graduate, and post-graduate and credential programs, and CSUB's Extended Education and Global Outreach serves the community by offering additional professional development, certificate, and degree programs.

About the School of Business and Public Administration

The School of Business and Public Administration (BPA) offers a wide range of programs to meet the needs of Bakersfield, Kern County, and the Antelope Valley's future leaders in business, public administration, non-profit management, and healthcare administration. There are four departments housed in BPA: Accounting and Finance, Economics, Marketing and Management, and Public Policy and Administration. Graduates are well-prepared to address the challenging issues

facing businesses and organizations in our region. BPA students acquire valuable communication, critical thinking, research, and analytical skills that will help them succeed in any career. BPA students enjoy small class sizes and face-to-face interaction with their professors. The BPA Student Services Center provides valuable support services, including full-time advisors who work with students to facilitate success in their degree program.

BPA faculty members are highly qualified professors with real-world work experience who are active in academic research, consulting, and community service. They use the latest instructional methods and present applied coursework that is relevant to organizations of every size and industry. In addition, BPA provides numerous opportunities for internships with businesses, government, nonprofit, and health care agencies throughout Kern County. Business Administration majors choose specific courses of study from 13 specialized concentrations such as: Accounting, Finance, Small Business Management, and Supply Chain Logistics. Also, BPA offers Master of Business Administration, Master of Science in Health Care Administration, Master of Science in Administration, and Master of Public Administration. Also, BPA houses research centers in support of the regional economic development. BPA has several active student clubs and organizations.

BPA's flexible programs are designed to meet the needs of full-time students and working professionals. Courses are offered at the CSUB main campus as well as the Antelope Valley campus. Evening classes allow students to pursue a degree while working full-time. CSUB offers a terrific educational value, with total fees averaging around half the cost of most private or online universities.

The Position

The Associate Dean reports to the Dean and works collaboratively with department chairs, faculty, staff, students and other CSUB administrators to achieve the mission and strategic goals of the School as outlined in *"BPA Transform 2023"* – BPA's comprehensive strategic plan (2018-2023).

Primary responsibilities include maintenance of AACSB and NASPAA accreditations, management of the assurance of learning and assessment process, management of faculty, support of student co-curricular activities, oversight of research centers, and leading of student and faculty research. The Associate Dean is also responsible for faculty development, budget administration, curriculum consultation, and class schedule management.

Functions and Responsibilities:

- Serve as principal operations manager of the School.
- Manage ongoing AACSB and NASPAA accreditations including coordination of activities and report writing.
- Manage faculty.
- Coordinate Executive Council meetings.
- Coordinate the launch of new degree programs and concentrations.
- Oversee student clubs and organizations.
- Coordinate the School's outreach activities.
- Manage the Advising Center.

- Coordinate the establishment of new centers of excellence.
- Coordinate and facilitate the faculty and students Councils' meetings.
- Establish international collaborations and student & faculty exchange programs.
- Oversee the branding, marketing and promotional materials of the School.
- Coordinate internships and career development efforts.
- Assist in recruiting international students.
- Manage the launch of new online degree programs.
- Support student co-curricular activities.
- Support the dean in building external relationships with alumni and other stakeholders and serve as a liaison to internal and external constituents to represent the School.
- Coordinate with the dean and others on organizing events for the School.
- Assist in faculty development in coordination with department chairs.
- Assist the dean in organizing and managing faculty searches.
- Work closely with department chairs, program directors, staff at BPA Outreach and the Center for Graduate Programs and Continuing Education in the recruitment of students and expansion of programs.
- Assist the dean, faculty, and staff in supporting the mission of the School and building a culture of excellence that incorporates fairness, integrity, creativity, innovation, engagement, and community service.

Qualifications

Required Qualifications

- An earned doctorate from an accredited institution (preferably AACSB or NASPAA) in a field appropriate to one of the Departments in the School.
- An outstanding record of teaching, scholarship, and service commensurate with appointment as an associate professor with tenure in a discipline represented by BPA.
- Three or more years of experience in academic administration that includes management of fiscal and personnel resources, facilities, research or academic program management.
- Knowledge of AACSB and NASPAA accreditation requirements and processes.
- Successful experience working with faculty and administrators from a variety of disciplines, programs and university divisions.
- Demonstrated skills in management, problem-solving, and collaborative decision-making.
- Strong organizational and planning skills.
- Demonstrated understanding of budgeting and forecasting.
- Demonstrated commitment to faculty development in a shared governance environment.
- Evidence of sensitivity to and understanding of the racial, ethnic, and cultural diversity of the campus and community.
- Demonstrated ability to work successfully with the University's administration and industry leaders to promote and maintain excellence in academic programs.

Preferred Qualifications

- An outstanding record of teaching, scholarship, and service commensurate with appointment as a full professor with tenure in a discipline represented by BPA.

- Significant experience with accreditation, inclusive of AACSB and NASPAA.
- Significant experience with curriculum design.
- Significant experience with program assessment, review, and evaluation
- Management of multi-faculty or interdisciplinary research, grants and contracts.
- Demonstrate a solid understanding of the role of online and distance education, information technology support, and emerging technologies in support of academic program offerings.
- Have a track record of building the global profile of a college or program through the implementation of international and study abroad programs.
- Significant experience working with faculty unions.

Applications, Inquiries and Nominations

The Search Committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. However, for full consideration, applicants are encouraged to have complete applications submitted by November 19, 2018. Completed applications must include: a letter of application clearly addressing how the applicant's responsibilities and qualifications meet the position's requirements, a current curriculum vitae, and contact information for five current references.

Inquiries, nominations, and applications are confidential and should be directed to:



Emy Peña, Partner
 Storbeck/Pimentel & Associates
Electronic submissions preferred:
epsearch@storbeckpimentel.com CODE: CSUB ADBPA
For a confidential inquiry or nomination contact
Ms. Peña at 562-360-1710.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.

Mandated Reporter: The person holding 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.

Compensation: Commensurate with experience and qualifications. CSUB offers a generous benefit package (e.g., excellent health, dental, vision, and retirement benefits.)

Clery Act: CSUB's annual crime report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus centers, such as our Antelope Valley Satellite Campus and on property within, or immediately adjacent to and accessible from CSUB. The report also includes policies concerning security on campus, such as alcohol and drug use, crime prevention, reporting crimes, sexual assault and other subjects. Additionally, a daily log of offenses is maintained and can be reviewed at the front desk of the Department of Public Safety. You can obtain a copy of the annual report by contacting the Department of Public Safety / University Police at (661) 654-2111 or by logging on to the CSUB's Department of Public Safety website at <http://www.csub.edu/bas/police/report/index.html>.