Nominations and applications are invited for the position of **Associate Vice President for Faculty Affairs**.

The Associate Vice President for Faculty Affairs reports directly to the Provost and Vice President for Academic Affairs, and oversees the faculty-related functions of Academic Affairs. Academic Affairs is composed of 15 units that include our seven colleges, the library and several administrative offices that support our students, staff and faculty. These areas work together to foster an environment that promotes high quality teaching, learning, scholarship, and service in an urban context of vibrant diversity. Under the Provost’s leadership, Academic Affairs ensures academic excellence and equity by overseeing faculty hires, retentions, and promotions and by promoting high-quality education to the University’s 27,000 students. These activities are carried out in partnership with the Academic Senate under the principles of shared governance.

The Associate Vice President for Faculty Affairs is a member of the Provost’s leadership team, the Academic Affairs Council, the Faculty Affairs Committee of the Academic Senate, the Professional Development Council, and various additional committees as appropriate to the position. The Associate Vice President for Faculty Affairs oversees the Center for Equity and Excellence in Teaching and Learning (CEETL); participates in the Academic Affairs Council; consults with department chairs, program directors, and other faculty; and collaborates with the University and Chancellor’s Office Counsel and Labor Relations in the Department of Human Resources. The Associate Vice President for Faculty Affairs serves as the liaison with the Chancellor’s Office of the CSU and with the other campuses in the CSU system on matters relating to faculty affairs and professional development.

**Salary and Benefits:** The salary for this position lies within the Administrator IV range, and comes with a competitive benefits package. This is a CSU Management Personnel Plan (MPP) position. Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the university president. Additional Management Personnel Plan information can be found at the following website: [http://www.calstate.edu/HRAdm/policies/mpp.shtml](http://www.calstate.edu/HRAdm/policies/mpp.shtml).

### RESPONSIBILITIES
Preamble: The Associate Vice President for Faculty Affairs, in collaboration with other entities, facilitates the mentorship and support of all faculty to achieve success in their roles. Under Academic Affairs, “faculty” at San Francisco State include: tenure and tenure-track faculty, lecturer faculty, and librarian faculty.

This position will do all or most of the following:

1. In conjunction with other entities, develop and implement strategies that emphasize and enhance diversity and inclusion of all faculty, particularly faculty who are from historically marginalized communities and those who experience ongoing patterns of exclusion, oppression, and marginalization, by

- Taking concrete actions to foster an inclusive community for all faculty;
- Providing leadership for the university to achieve its equity, diversity, and inclusion goals in support of faculty;
- Overseeing the faculty recruitment and hiring process and providing consultation and training to department chairs and colleges regarding best practices to achieve diversity, social justice, and equity in recruitment and hiring of tenure and tenure-track faculty, lecturer faculty, and librarian faculty;
- Overseeing and training department chairs and colleges on best practices to achieve diversity, social justice, and equity in faculty retention, tenure, and promotion (RTP) procedures. This includes but is not limited to assisting departments in reviewing their RTP criteria, with the understanding that the Dean of Faculty has a consultative and facilitative role with respect to departmental RTP review processes and RTP criteria.

2. Foster faculty and chairs’ professional growth and leadership, including but not limited to

- Mentoring and facilitating chairs’ leadership and management skills;
- Participating in strategic planning regarding faculty training and development in teaching, professional achievement and growth, and contributions to campus and community (service);
- Providing consultation and a program of workshops on retention, tenure, and promotion processes;
- Overseeing CEETL to support faculty development in teaching and learning;
- Serving as an Ex Officio, non-voting, member of the Professional Development Council to support faculty development in professional achievement and growth;
- Collaborating with the Office of Research and Sponsored Programs to support faculty development in professional achievement and growth;
- Supervising the staff of the Office of Faculty Affairs; and
- Administering faculty awards programs including: Sabbaticals, Difference in Pay Leaves, and Presidential Awards for Probationary Faculty.

3. Work closely with Human Resources and with department chairs and deans to facilitate faculty administrative personnel processes from recruitment to retirement, including but not limited to:

- Overseeing Academic Affairs’ faculty recruitment and searches, related committee trainings, hiring, and appointment contracts;
- Overseeing the Interfolio process for retention, tenure, and promotion;
- Overseeing the post-tenure review process;
- Following the policies and the CSU-CFA (California State University California Faculty Association) collective bargaining agreement on personnel processes and procedures for faculty unit 3 employees, including, but not limited to: appointment, paid and unpaid leaves (sabbatical, difference-in-pay, professional and personal leaves, sick leave, and parental leaves), outside employment, and faculty retirement programs;
- Providing leadership in maintaining equity in and adherence to the Collective Bargaining Agreement regarding faculty workload;
- Providing leadership in assisting, managing and communicating the appointment and compensation changes for all faculty, including lecturer faculty range elevation; and
- Assisting chairs with mandated periodic evaluation of lecturer faculty, and with Collective Bargaining Agreement-compliant implementation of lecturer faculty appointment, entitlement, and work order.

4. Provide consultation on employee relations, including but not limited to

- Seeking faculty input and hearing faculty concerns;
- Consulting and coordinating with the Dean of Equity Initiatives, the Equity Programs and Compliance Office, the University and Chancellor’s Office Counsel, and the Director of Employee Labor Relations to facilitate informal and formal resolution of tenured/tenure track and lecturer faculty grievances related to the Collective Bargaining Agreement and Academic Senate Policies;
- Consulting and coordinating with Labor and Employee Relations on grievances related to tenured/tenured track faculty and lecturer faculty personnel processes, including retention tenure, promotion, appointment and evaluation;
• Collaborating with the Department of Human Resources in the development of faculty data reports for internal and external constituencies;
• Interpreting and facilitating the implementation of the Collective Bargaining Agreement and relevant Academic Senate policies;
• Facilitating familiarity with and guiding implementation of new and revised University and Academic Senate policies, campus directives, and CSU Executive Orders; and
• Participating in shared governance as it relates to faculty personnel policy.

5. Be an active part of the Academic Affairs leadership team and the Provost’s Academic Affairs Council, which includes, but is not limited to

• Strategic planning in collaboration with the Provost around the roles and responsibilities of the Associate Vice President for Faculty Affairs;
• Consulting with the Provost and Deans on the Collective Bargaining Agreement; Academic Senate policies; hiring processes; retention, tenure and promotion processes; and resignation, separation, and retirement processes;
• Working with academic deans to determine appropriate faculty staffing patterns, and advising the Provost on allocation of faculty positions;
• Representing Academic Affairs on selected grievance cases;
• Reviewing recommendations on personnel actions for approval by the Provost; and
• Coordinating other projects as assigned by the Provost and Vice President of Academic Affairs.

MINIMUM QUALIFICATIONS:

Candidates for this position must have

1. By the start date, earned the rank of full professor through a formal promotion process, with a record of excellence in teaching, scholarship, and service appropriate to their current position; and
2. Administrative experience in categories including, but not limited to, service as a department chair, director, associate dean, dean, or other leadership administrative role, for a minimum of 3 years at the time of appointment.

Candidates for this position must demonstrate
1. The ability to support and lead the faculty in the pursuit of the university’s mission
   of social justice; the ability to build consensus, solve problems, and resolve
   conflict; effective, culturally competent, and culturally humble interpersonal
   communication skills;
2. An understanding of hiring, retention, tenure, and promotion processes;
3. Interest in a range of teaching practices that reflect the teaching focus of the
   campus and our mission of social justice pedagogy;
4. A record of meaningful participation in a range of service roles that reflect a
   commitment to campus shared governance;
5. Interest in and an understanding of a range of scholarship and academic
   environments that reflect the intellectual practices and rich diversity of
   scholarship on this campus, including an understanding of internal and external
   funding;
6. Experience and a desire to work in an academic community that embraces
   diversity and inclusion and that recognizes and addresses historical and ongoing
   patterns of exclusion, oppression, and marginalization; and
7. Experience working in a strong collective bargaining and shared governance
   environment.

PREFERRED QUALIFICATIONS:

It would be additionally desirable if candidates for this position demonstrate aptitude in
areas relating to

1. Faculty development, including mentoring faculty;
2. Departmental training and facilitating chairs’ professional growth and leadership;
3. Supervising hiring, retention, tenure, and promotion processes;
4. Working with and mediating between units that represent various functions and
   perspectives;
5. Fostering inclusive academic environments and communities;
6. Leadership and management, including hiring and supervising staff; and
7. Strategic planning, program administration, and project management.

To apply, please submit the following documents:
1. academic curriculum vitae, inclusive of a record of teaching, scholarship, and
   service
2. cover letter
3. diversity statement that addresses the applicant’s experience and desire to work
   in an academic community that embraces diversity and inclusion, and that
recognizes and addresses historical and ongoing patterns of exclusion, oppression, and marginalization

4. five references and their contact information (references will be contacted only for finalist candidates)

Please send materials addressed to
Office of the Provost and VP for Academic Affairs
Co-Chairs Dr. John Elia and Dr. Wei Ming Dariotis, Search Committee, Associate Vice President for Faculty Affairs.
Mail to San Francisco State University 1600 Holloway Avenue, ADM 455 San Francisco, CA 94132-4111 or send electronic applications to facultydean@sfsu.edu
Starting date is in early June, 2019. Review of applications and nominations will begin on April 2, 2019. Late applications will be accepted and evaluated until the position is filled. On campus interviews for finalists will take place in the last week of April/first week of May, 2019.

The University is an Equal Opportunity employer with a strong commitment to diversity and encourages applications from women, members of all ethnic groups, veterans, and people with disabilities.