The Office of the Provost at California State University, Chico invites applications from members of Chico State for the position of Interim Dean for the College of Humanities and Fine Arts (HFA). The desired appointment date is July 1, 2018.

Responsibilities

As chief academic and administrative officer for the College, the interim Dean reports directly to the Provost and Vice President for Academic Affairs. The interim Dean shall provide academic leadership in programming and curriculum development, teaching, and research, as well as the development of external support and fund-raising. The interim Dean is responsible for academic policy, administration resources, personnel matters, fiscal and personnel management of the College, student recruitment and retention, promotion of alumni, corporate, and community relations in the arts and humanities and oversight of an active program of public arts events. The interim Dean will collaborate with the department chairs and promote shared governance as well as supervising an administrative team in the Office of the Dean.

The College finds itself in an opportune time to envision a future. As such, we are seeking a skilled individual with a record of administrative experiences to lead and manage the College’s efforts towards resetting its fiscal affairs with strategy, collaboration, and sound practices. In addition, the interim dean contributes to the success of the whole campus as a member of the Provost’s Advisory Council through a collegial approach.

Qualifications

The preferred candidate for interim Dean shall have an administrative record of accomplishments that demonstrates a can-do perspective and the following characteristics:

- academic administrative experience at the level of chair or equivalent;
- a history of promoting successful working relationships with a diverse stakeholders;
- an appreciation for the disciplines in the humanities, the fine arts, and performing arts;
- an effective communicator;
- financial acumen with an interest in reformatting the College’s approach to budget management;
- experiences with managing and productively resolving human resource situations; and
- a collaborative and effective problem solving style.
Applications/Nominations

Applicants should submit a complete and current resume, as well as the names and contact information for three (3) references. A cover letter should speak to the candidate’s interest in serving and provide indications of qualifications. Completed materials should be sent electronically to the Office of the Provost, c/o Stephanie Poldervaart (SPoldervaart@csuchico.edu). Submissions made on or before 5:00 pm May 30, 2018 will be given full consideration. Review of applications will begin May 31 by a HFA review committee, and will continue until the position is filled.

Appointment Details and Salary

SALARY
Salary is commensurate with experience and qualifications. This is a full-time 12-month management position and the conditions of employment are governed by the California State University Management Personnel Plan. Under this plan, employees are subject to normal management reviews and serve at the pleasure of the University President.

POSITION DESIGNATIONS
• This position is a Higher Education Employer-Employee Relations Act (HEERA) designated managerial position and comes under the Management Personnel Plan (MPP) of the California State University. Individuals appointed to management positions serve at the pleasure of the President or designee. They are excluded from the collective bargaining process, are not subject to probationary service, and do not receive tenure or permanent status. This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
• The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a “designated position” under the California State University’s Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Category 2)
• The person holding this position is considered a “Limited 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 (revised July 21, 2017) as a condition of employment.
• Throughout employment in this position incumbent must maintain a valid California Driver’s License as well continued completion and compliance of the CSU Defensive Driver’s Training course.
• This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.
• This position is identified as a Campus Security Authority (CSA) under the Clery Act and is required to comply with the requirements of this designation.