ASSOCIATE DEAN, MIHAYLO COLLEGE OF BUSINESS AND ECONOMICS

The associate dean works with the dean on leading in the areas of curriculum development including developing, maintaining, and enhancing degree programs and activities. The associate dean works with the faculty to establish goals and objectives that lead to the provision of graduate course offerings that are consistent with the mission and goals of the Division and the University, and that meet the expectations of the Association to Advance Collegiate Schools of Business (AACSB). The associate dean in conjunction with the dean manages the programs of the College ensuring the strategic and effective management of fiscal and human resources to promote excellence in academic program offerings and in the recruitment, development, and retention of highly qualified faculty and staff. The associate dean collaborates to lead the faculty in research related activities and in seeking external funding for scholarship. Other duties as assigned.

PRIMARY RESPONSIBILITIES INCLUDE:

- **Strategic Leadership and Program Management and Continuing Accreditation by AACSB**
  - Operates within University policy directives, guidelines, and practices, develops and implements sound short- and long-term plans for the College.
  - Aligns organizational resources and structures as necessary and recommends and implements enhancements to organizational structures and processes related to both curriculum development and delivery, and the business operations of the College.
  - Works with faculty and provide leadership to ensure that the College meets the expectations of the Association to Advance Collegiate Schools of Business (AACSB) for continuing accreditation

- **Human Resources Management (Faculty, Staff, and MPP)**
  - Ensures the development of a culture that promotes individual excellence and the development and retention of diverse and highly-qualified faculty, managers, and staff.
  - Ensures that processes and practices effectively use human talent to further organizational goals consistent with all applicable laws, regulations, collective bargaining unit agreements, and Divisional and University guidelines.
  - Recommends to the dean appointment of faculty, staff, and managers. Monitors and evaluates performance. Provides coaching and leadership to further professional development.
  - Makes recommendations to the dean concerning retention, tenure, and promotion of faculty and retention and promotion of staff and managers as appropriate.

- **Curriculum Development and Research**
  - Creates and sustains an environment in which academic excellence and beneficial research is pursued by faculty and students.
  - Provides leadership and direction in developing a curriculum which is relevant to the community and marketplace, and is consistent with the mission and goals of the Division and the University.
  - Collaborates to ensure that course offerings, scheduling, and academic services provide efficient time to degree and meet the needs of students; ensures the achievement of the University’s goals for undergraduate and graduate scholarship, and graduation, and furthers the excellence of the University’s undergraduate and graduate scholars upon graduation.
  - Works with the dean, faculty, chairs, and appropriate staff to formulate goals, objectives, policies, and practices that encourage and support quality in teaching and learning in a collective bargaining environment.

- **Fiscal Management**
  - Works with the dean to oversee the management of College resources and retains accountability for their equitable allocation and use in accordance with federal, state, Chancellor’s Office, and University law, regulations, orders, and practices.
  - Ensures that the financial activities of the College are carried out in accordance with Divisional and University-wide directives and sound financial management principles and practices; ensures that the College operates within budget allocations and meets or exceeds short-term and long-term financial goals and objectives.

- Other duties as assigned.
ESSENTIAL QUALIFICATIONS:

- Earned doctorate from an accredited institution or appropriate terminal degree; qualification for a faculty appointment at advanced rank in a department within the College.
- Scholarly or creative achievement commensurate with appointment as Full Professor in the Mihaylo College of Business and Economics.
- Substantial administrative experience as an associate dean, department chair, or comparable position, including strategic planning, policy development, budget oversight, effective leadership, supervision, and management of faculty and staff personnel.
- Collegial collaboration as a member of an academic administrative team; a record of support for faculty research, creative activity, and development.
- Administrative experience working with programs serving a student population that is diverse in terms of race, ethnicity, language, gender, sexual orientation, physical ability, and learning styles; the capacity to understand and implement the University’s mission and goals.

PREFERRED QUALIFICATIONS:

- Significant experience solving a variety of complex curriculum development and delivery, fiscal/budgetary, human resources, and organizational management problems in an accredited institution of higher learning of similarly size and complexity to CSU Fullerton.
- Demonstrated experience leading organizational change.
- Demonstrated, documented, successful generation of external funds. Comprehensive knowledge of each academic and program area of the College.

APPLICATION PROCESS:

Executive Recruitment Services, UCSD’s external executive search firm, is supporting the University in this search. Applications can be submitted in confidence at http://hr.fullerton.edu/jobs/ or through this link: Associate Dean of MCBE. The online application must be received by electronic submission on the final filing date, April 4, 2019 by 9:00 PM (Pacific Standard Time)/midnight (Eastern Standard Time). Applicants who fail to complete all sections of the online application form will be disqualified from consideration. Only those applications received by March 1, 2019 will be assured full consideration. A complete application will include a cover letter addressing the qualifications above, curriculum vitae, and the names, e-mail addresses, and phone numbers of five references. References will not be contacted without explicit permission from the candidate. Nominations for this position and requests for information should be addressed to jgilkison@ucsd.edu.

California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University’s strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

ABOUT CSUF

Cal State Fullerton, a leading institution of the 23-campus California State University system, enrolls more than 39,000 students and offers 110 degree programs. An intellectual and cultural center for Orange County, Cal State Fullerton is a primary driver of workforce and economic development throughout the region and a national model for supporting student success through innovative, high-impact educational and co-curricular experiences, including faculty-student collaborative research. The University embraces its rich diversity, recognizing that it both enhances the educational experience for students and uniquely prepares them to excel as emergent leaders in the global marketplace and in their communities. Cal State Fullerton is recognized as a top public university in the West, in particular for its work in supporting underrepresented students in earning a college degree. For more about Cal State Fullerton, visit http://www.fullerton.edu/.