Invitation to Apply
for
Office of Undergraduate Studies Associate Dean Position
Due Wednesday, September 16, 2015
Application Deadline Extended to October 2, 2015 by 5:00pm

The Office of Undergraduate Studies (OUGS) is pleased to invite applications from CSUSM faculty and staff. The Associate Dean of Undergraduate Studies is a new position made possible by our recent Innovation in Higher Education Award from the Governor’s Finance Office. OUGS “provides cross-college and –divisional leadership and support to ensure an integrated undergraduate experience at CSUSM.” The Associate Dean joins OUGS as together we work “to inspire students to become curious, thoughtful, ethical, capable, and culturally intelligent learners who persist in their education and realize their full academic, personal, and professional potential” (http://www.csusm.edu/ougs/strategicplan.html)

The Position
The Associate Dean of Undergraduate Studies reports to the Dean of Undergraduate Studies and is responsible for ensuring overall quality and continuous improvement of the Centers for Learning and Academic Support Services (CLASS), which is comprised of the learning centers (e.g., Language Learning Center, Math Lab, STEM Center, and Writing Center), Supplemental Instruction, and the Academic Success Center. The Associate Dean directs and evaluates the work of CLASS staff.

The Associate Dean of Undergraduate Studies will
- provide oversight and direction for all units within CLASS.
- provide campus-wide leadership for academic support services that affect the retention of undergraduate students.
- lead CLASS in the development of a strategic plan for CLASS that strengthens undergraduate learning and provides innovative service delivery options.
- lead CLASS directors and the faculty fellows in increasing familiarity and visibility of these services to the undergraduate student population and to other units at the University. Through the development of outcome-based efforts, the Associate Dean ensures that goals and objectives are met through assessment measures established within OUGS and the Division.

Notably, the Associate Dean will work collaboratively with our faculty, staff, and students across campus and with our off-campus partners to design and launch the new Academic Success Center, a new academic resource for students funded by the California’s Department of Finance’s Awards for Innovations in Higher Education. As part of the Academic Success Center design, the Associate Dean will create coaching teams of faculty, staff, and students. These teams will use predictive analytics as a tool to support all undergraduate students with a focus on first-year, sophomore, and transfer students.
The Associate Dean will share responsibility with the CLASS Directors for ensuring that services and programs are administered with a demonstrated understanding of the diverse and dynamic academic needs of our students. Such services and programs should also be future-oriented and reflective of the values and mission of OUGS, the Division, and the University. As such, the Associate Dean will participate in grant writing and in the production and dissemination of OUGS-based research. The Associate Dean will serve as a member of the OUGS Management Team and will be actively engaged in the future development and growth of the OUGS and the University.

**Required Experience**

- Earned Doctorate in an appropriate discipline plus five years of progressively responsible work experience in higher education which includes a minimum of three years leading and/or supervising the work of others; or an equivalent combination of education and experience in higher education.
- A proven record of fostering undergraduate student learning and academic excellence.
- Preferences
  - Demonstrated commitment and ability to advance the University’s goals in the areas of diversity and inclusive excellence.
  - Demonstrated success in grant writing.
  - Demonstrated success in publishing and presenting research.

This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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.

California State University San Marcos is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, color, religion, national origin, sexual orientation, gender, marital status, age, disability or veteran's status.

**Start Date** We hope to have this position filled this fall. The position will remain open until filled. Faculty candidates may request a January start date.

**Application Process**

**To apply:** Please submit a Curriculum Vitae and a letter of interest via email to Adam Petersen at apetersen@csusm.edu by Friday, October 2, 2015, addressing the following:

- Why this position is of interest to you at this time in your career
- Your experience, skills, and capabilities related to the duties, responsibilities, and qualifications of the position

This position is a wonderful professional development opportunity for interested and qualified faculty and staff. It is also an excellent opportunity to make a difference in the lives of faculty,
staff, and students. Serving as Associate Dean of OUGS enables you to gain a wider perspective on Academic Affairs in particular and on the campus and the CSU more broadly.

Feel free to discuss the position – the portfolio, its workload, or any other aspect – with Dawn Formo, Dean, Undergraduate Studies. She is happy to meet with you to discuss the position and the exciting opportunities that lie ahead prior to your submitting an application. If the portfolio matches your interests and expertise, you are encouraged to apply. Thank you for encouraging qualified candidates to apply. We have exciting work ahead together…in support of our students!