Overview:

The Associate Vice President (AVP) for Faculty Affairs is a member of the Academic Affairs Leadership Team and reports directly to the Provost. The AVP supports the mission of the University and the excellence of its faculty and is responsible for all academic personnel matters. This is an at-will Management (MPP) position and may retain academic retreat rights to a faculty appointment.

Major duties of the job include:

Under the general direction of the Provost, the Associate Vice President for Faculty Affairs provides leadership, supervision, and support to staff providing administrative support for a full array of academic personnel transactions. In addition, the AVP is responsible for campus implementation, interpretation of, and compliance with, the Unit 3 (California Faculty Association - CFA) and Unit 11 (Academic Student Employees - UAW) Collective Bargaining Agreements (CBAs). As such, the AVP is delegated the responsibility of Level I hearing officer for grievances, and subsequently serves as the employer representative in arbitration hearings.

As the employer representative, the AVP assists in responding to Department of Fair Employment and Housing and Equal Employment Opportunity Commission complaints brought by faculty. In coordination with the AVP for Human Resources and the Dean of Students, the AVP monitors complaints related to harassment, discrimination, and retaliation involving faculty and follows up with appropriate discipline. The AVP regularly conducts investigations, particularly in cases related to alleged faculty misconduct, and advises the Provost and President on disciplinary matters. Maintains accurate employment and disciplinary records.

The AVP sits on a number of campus committees as the Provost's or President's representative/designee. The AVP is an ex officio member of the Academic Senate's Personnel Committee and provides support to that body for the development of, or amendments to, faculty personnel policies.

As a member of the Academic Affairs Leadership Team, the AVP regularly advises academic deans and department chairs on faculty personnel matters, policies, CBA interpretations, and various personnel transactions. The AVP serves as one of the campus' equal employment opportunity officers.

The AVP conducts and/or supervises training related to new faculty orientation, recruitment policies and practices, probationary plans, Retention, Tenure, and Promotion (RTP) processes and policies, sabbaticals and other leaves, and equal employment opportunity designee appointments.

The AVP provides policy interpretations to department chairs, committees, academic deans, and the Provost.

The AVP works closely with the Provost to ensure that all of the appropriate policies, procedures, and timelines related to the RTP processes are followed.

The AVP provides leadership and guidance to all aspects of tenure-track faculty searches including review and approval of search committee processes, hiring, and onboarding of new faculty.

Collaborating with the appropriate stakeholders, including the Title IX Office and the Associate Vice President for Human Resources, the AVP will find opportunities to innovate and improve processes related to faculty personnel matters.
The AVP collaborates with the Center for Faculty Excellence and the Office of Organizational Excellence to develop, deliver, and assess training and programs essential to faculty success (e.g., RTP process, department chair training).

Secondary duties of the job include:
- Other duties as required.

Supervisory Responsibility:

| Who supervises this position:                  | Provost, Vice President for Academic Affairs |
| Who is responsible for completing the performance appraisal: | Provost, Vice President for Academic Affairs |
| What other classifications does this position supervise: | Confidential, Administrative Support Assistant, Administrative Support Coordinator, Administrative Analyst/Specialist, Student Assistant |

Required Qualifications:

Knowledge, Skills, and Abilities:
- Demonstrated knowledge and skill in institutional planning, budgeting, management, and organizational processes.
- Knowledge of the principles and practices of effective leadership, motivation and performance evaluation.
- Knowledge of computer office systems and ability to use a broad range of technology, systems, and software packages (Microsoft Office Suite, Google apps).
- Strong leadership and decision-making skills with a commitment to excellent customer service and positive user experiences.
- Ability to lead organizational change, inspire innovation, and delegate responsibility appropriately.
- Review and evaluate program service delivery methods and systems including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Have attained rank of full Professor with tenure or hold the appropriate academic credentials that would qualify them for a tenured full Professor appointment at Fresno State.
- Extensive experience with, and appreciation for, shared governance and collective bargaining.
- Experience with, and knowledge of basic faculty personnel transactions (e.g., recruitments & appointments, RTP, leaves, etc.).
- Good working knowledge of faculty policy development and its relationship to Collective Bargaining.
- Experience with the implementation and ensuring compliance with policies, procedures or regulations.
- Strong interpersonal and influencing skills with ability to engage with different levels and communicate clearly and concisely, both orally and in writing.
- Experience interacting and collaborating with administrators, faculty, and staff from diverse backgrounds.
- Ability to handle sensitive personnel issues with confidentiality.
- Ability to facilitate group participation, consensus building and foster employee development through coaching, counseling, and training.
- Organization and time management skills to manage a fluid workload.
- Demonstrated commitment to promoting the success of all, and to reducing the barriers to success related to differences in areas such as race, ethnicity, gender identity, culture, and disability.

Education and Experience:
- Doctorate or terminal degree from an accredited institution.
- Five years of management experience equivalent to a dean, associate dean, department chair, or administrative equivalent.
Preferred Qualifications:

- Demonstrated ability to supervise a professional staff of human resources specialists; experience in recruitment and evaluation of staff.
- Knowledge of investigatory procedures related to complaints of discrimination, harassment, and/or retaliation.
- Experience in receiving student, staff, or faculty complaints; knowledge of the appropriate administrative disposition of such complaints.
- Demonstrated understanding of personnel-related laws like ADA, Whistleblower, Conflict of Interest, HEERA, Title VII, Title IX, etc.

SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:

- 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.
- This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by CSU Executive Order 1095.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent of this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, this position has been designated as a Campus Security Authority (CSA). CSAs are required to complete Clery Act training and to immediately report Clery incidents to the institution.

SIGNATURES

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

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<tr>
<th>Print Name</th>
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CALIFORNIA STATE UNIVERSITY, FRESNO  
Position Description Form  

Employee Name: 
Position:  Associate Vice President for Faculty Affairs  
Department:  Office of Faculty Affairs  
Date Prepared:  July 2023  

**WORKING ENVIRONMENT**  
Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.  

**PHYSICAL EFFORT**  

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<td>Number of hours/day</td>
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**MENTAL EFFORT**  

|----------|---------------------|------------|-----------------------------|------------|-----------------------------|-----------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------------|---------------------||
| Number of hours/day | N/A | 1-2 | 3-4 | 5-6 | 7+ | N/A | 1-2 | 3-4 | 5-6 | 7+ | N/A | 1-2 | 3-4 | 5-6 | 7+ |

**ENVIRONMENTAL FACTORS**  

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