

FOR HUMAN RESOURCES USE ONLY:						PU
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	APP. BY C&C	MPP CODE	RANGE/ GRADE CODE	DATE
Administrator IV	3300	1	LL	N05C	1	6/26/24



MANAGEMENT PERSONNEL PLAN (MPP) POSITION DESCRIPTION

1. POSITION INFORMATION

NAME: _____ DEPARTMENT: College of Arts & Letters

POSITION TITLE: Dean

ADMINISTRATOR LEVEL: I II III IV

THIS POSITION REPORTS TO: Carlos Nevarez, Provost (Interim)
Name and Title

POSITIONS DIRECTLY SUPERVISED BY THIS POSITION:

Classification:	<u>Administrator III</u>	Qty:	<u>2</u>	FTE:	<u>2.0</u>
Classification:	<u>AA/S Ex II</u>	Qty:	<u>3</u>	FTE:	<u>3.0</u>
Classification:	<u>AA/S - NE</u>	Qty:	<u>1</u>	FTE:	<u>1.0</u>
Classification:	<u>ASC II</u>	Qty:	<u>2</u>	FTE:	<u>2.0</u>
Classification:	<u>Department Chairs</u>	Qty:	<u>10</u>	FTE:	<u>10.0</u>

MAJOR DEPARTMENTS UNDER THIS POSITION:

Department	# of Employees
Art, Communication Studies, Design, English, History, Humanities & Religious Studies, School of Music, Philosophy, Theatre & Dance, World Languages & Literatures	433
Dean's Office	6
Academic and Instructional Technology	3
Galleries (Library, Else, Witt)	2

Please attach current organizational chart with names and classifications included.

2. SIGNATURES

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.

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Appropriate Administrator: _____ Date: _____

Vice President: Carlos Newman Date: 08/01/2024

Employee: _____ Date: _____

3. PRIMARY ACTION BEING REQUESTED

Job Posting: New Position Replacement Position, former incumbent: Sheree Meyer

Update Position Description Only:

Effective Date: _____

4. REQUIRED QUALIFICATIONS

Please list any required knowledge, skills, abilities and experience. Must be appropriate to the skill level of the position and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

Education/Experience

1. Possession of an earned doctorate or other terminal degree(s) that warrants a senior faculty appointment within one of the departments in the College;
2. Five (5) years of administrative experience in a university, including experience as a department chair or the equivalent level;
3. Evidence of successful fiscal resource management experience;
4. Experience with assessment of program learning outcomes;

Knowledge, Skills, Abilities

5. Ability to coordinate multiple departments and cultivate an environment of collaboration;
6. Demonstrated ability to provide leadership to meet the goals/mission of the College;
7. Recent and demonstrated commitment to working with a diverse faculty, staff, and student population;
8. Demonstrated commitment to shared faculty governance;
9. Successful teaching experience and record of scholarly or creative activity in one or more of the disciplines in the College;
10. Strong written, oral, and interpersonal communication skills;
11. Commitment to excellence in teaching and learning at both undergraduate and graduate levels;
12. Ability to be a strong advocate for the role of the liberal and fine arts throughout the institution.
13. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

CONDITIONS OF EMPLOYMENT

- Ability to pass background check

5. PREFERRED QUALIFICATIONS

List any desirable qualifications that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

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14. Experience with disciplinary accrediting agencies;
15. Experience with and commitment to interdisciplinary programs and scholarship;
16. Understanding of and willingness to support the varied goals of the college faculty and academic programs;
17. Understanding of and willingness to support undergraduate and graduate research and student support programs;
18. Evidence of community involvement and leadership
19. Demonstrated ability to generate external funds including the pursuit of opportunities to obtain grants and contracts;
20. Ability to foster regional partnerships among academic, arts community, and other stakeholders;
21. Professional organization experience (e.g., NEH, NEA, etc.);
22. Demonstrated commitment to professional development of faculty and staff;

6. POSITION PURPOSE:

The position purpose should be a summary of the general nature of the responsibilities of the position plus additional information including scope, context and the general environment under which it functions.

The Dean is part of the Provost's academic leadership team and serves as the chief academic and administrative officer and spokesperson of the College of Arts and Letters. The primary responsibilities of the Dean are to provide leadership and manage the programs and activities of the College as one of the academic units of the California State University, Sacramento campus. To this end, the Dean facilitates and supports faculty development and productivity in teaching, scholarly and creative activities, and service to the institution and the community; represents the college and assists in partnerships with regional entities and initiatives; coordinates and supports the development and evaluation of instructional program offerings and student support systems. The Dean is responsible for implementation of the University's Academic and Strategic Plans in the College.

The Dean has primary responsibility for external funds development, gifts, grants, and contracts that support the breadth of activities of the College and provides leadership in building strong relationships with, and generating support in, the greater community for the benefit of the College. The Dean also oversees development of annual budget requests and administers the College's budget. The Dean is responsible for personnel matters, including coordinating and supervising the administrative duties of department chairs, staff and program directors, and for making independent recommendations on all College appointment, retention, tenure, and promotion requests.

The Dean is supported by an Associate Dean and the Dean's Office staff. The Dean provides a communication link between other campus administrators and the College's department chairs and program directors, and coordinates long-range planning for the College. The Dean serves as an advocate for the diverse needs of the College, particularly at the University and CSU System-wide levels. The Dean is a University administrative officer and performs these and other duties as assigned by the Provost/Vice President for Academic Affairs and the President.

7. ESSENTIAL FUNCTIONS OF THE POSITION:

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

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% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
30%	D, W, M	<p>Leadership</p> <ul style="list-style-type: none"> - Provide leadership, develop a culture of teamwork, demonstrate a commitment to continuous improvement - Improve the revenue base of the College as a self-support unit, develop external funds including gifts, grants, and contracts - Provide visionary leadership in building strong relationships with, and generating support in, the business community
30%	D, W, M	<p>Personnel</p> <ul style="list-style-type: none"> - Responsible for personnel matters including coordinating and supervising the administrative duties of the associate deans and staff - Make recommendations on all college appointments and promotions - Actively foster staff and faculty development and productivity in teaching, scholarly and creative activities, and service to the institution and the community
15%	D, W, M	<p>Budget</p> <ul style="list-style-type: none"> - Oversee the development of the annual budget and administer the college Budget
15%	D, W, M	<p>Program Support and Academic Evaluation and Assessment</p> <ul style="list-style-type: none"> - Responsible for development of new programs that support and expand the breadth of the activities of the college, the University's mission and strategic goals - Responsible to ensure evaluation and assessment of all instructional programs to ensure student/participant learning meets and/ or exceeds expectation at all levels - Coordinates and supports the development and evaluation of instructional program offerings and student support systems

8. MARGINAL FUNCTIONS OF THE POSITION:

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
10%	As needed	<ul style="list-style-type: none"> • Other duties as assigned.

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9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: (please select one)

- Administrator** – An individual who has full budgetary, personnel authority, and responsibility for formulating and administering policies and programs in the assigned functional area (e.g. Vice President, Dean, Senior Manager). Direct reports may include subordinate supervisors or subordinate managers.
- Supervisor** – An individual who has the authority to hire, discipline, promote or discharge a group of employees (e.g. Payroll Supervisor, Accounting Supervisor). May supervise non-exempt and/or exempt employees, as well as subordinate supervisors.
- Professional** – An individual who has significant responsibility for formulating and administering policies for an assigned program or functional area (e.g. Attorney, Labor Relations Manager, Affirmative Action Officer). No direct reports or supervisory responsibilities.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

The Dean has primary responsibility for supporting the breadth of activities of the College and provides leadership in building strong relationships with the greater community for the benefit of the College. The Dean also oversees development of annual budget request and administers the College's budget. The Dean is responsible for personnel matters, including coordinating a supervising the administrative duties of program directors and staff, and for making independent recommendations on all College appointments.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

The Dean has contacts with internal and external stakeholders such as campus and community agencies.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use "X."

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	F	Direct others	N	Is exposed to excessive noise
F	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
O	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Climb	F	Make decisions		
F	Reach	F	Works rapidly	N	Drives motorized equipment
F	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
O	Push/Pull	F	Tolerate variety	N	Works in high places

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F	Have gross hand coordination	F	Work with others	Other:
F	Have fine hand coordination		Other:	
F	Hear with background noise			
F	Hear the spoken word			
F	Hear over a phone/other device			
F	See to read fine print			
F	See to read bold print			
F	See to accomplish a task			
F	Talk			
F	Communicate			
O	Lift: 10 lbs. max			
O	Carry: 10 lbs. max			
N	Operate equipment			
F	Perform keyboard entry			
	Other:			

Employee Initials:

Date: