

**Name:** \_\_\_\_\_

**Working Title:** Associate Dean \_\_\_\_\_ **Classification:** Administrator III

**Department:** David Nazarian College of Business and Economics

### **PART I – STATEMENT OF DUTIES AND RESPONSIBILITIES:**

#### Relationships:

Reports to: Dean, DNCBE

Direct Reports: Assistant to the Associate Dean, other represented staff.

Internal Contacts: University administrators, faculty, staff and students

External Contacts: College Advisory Board, CSU business deans and associate deans, AACSB, other faculty and staff

#### **Scope of Functions and Responsibilities:**

The Associate Dean assists the Dean in carrying out the Mission, Vision and the Strategic Plan of the College and works in direct collaboration with the Dean, Director of Finance and Operations, department chairs, and program directors. The Associate Dean represents the Dean in the Dean's absence, and performs other duties as assigned.

#### **Duties and Responsibilities:**

The Associate Dean interprets and executes academic policies and regulations of the University and the College.

- Oversees the College programs and provides creative and effective leadership on curriculum development and delivery, student advising, and academic standards.
- Oversees and manages the office of the Associate Dean, the College Student Services Center and EOP Satellite, the Business Honors Program, College tutoring services, the College Campus Quality Fee application and reporting, community college and high school outreach and recruitment efforts, curriculum assessment and assurance of learning.
- Leads the College student success initiatives to improve student engagement, increase graduation rates, reduce DFU rates in courses, close the equity gap for traditionally underrepresented students, facilitates the College scholarship process, and works closely with Associated Students and business senators on various initiatives.
- Oversees Leaders in Alliance which is a group of College club presidents and led by Associated Students business senators. Works closely with partners across the University to manage challenging student cases and support students in crisis.
- At the University level, the Associate Dean represents the College at the Educational Policies and Graduate Studies Committees; and at the College level, serves as the Chair of the College Assurance of Learning and Accreditation Steering Committee, leads the scholarship committee, and coordinates the College commencement ceremony, recruitment events, and

related activities.

- The Associate Dean is a member of Administrative Council and also serves as an ex-officio member of the Curriculum Management and Policy Committee, the College Graduate Committee, and the College Academic Technology Committee.
- The Associate Dean co-leads AACSB accreditation, represents the Dean in the Dean's absence, and performs other duties as assigned.
- Makes independent recommendations to the dean on all college matters.
- As a leader, demonstrates a commitment to student success that is mission-aligned with the university's vision, values and priorities.
- As an academic administrator, demonstrates a commitment to and ability to implement CSUN's Leadership Principles:  
[https://www.csun.edu/sites/default/files/CSUN\\_Leadership\\_Principles.pdf](https://www.csun.edu/sites/default/files/CSUN_Leadership_Principles.pdf)

## **Qualifications:**

### **Required Qualifications:**

- Earned PhD within a business or related discipline from an accredited institution.
- Credentials and experience for a faculty appointment at the rank of professor with tenure in one of the departments of the College.
- Three or more years of increasingly responsible academic leadership at the level of department chair or equivalent, or higher.
- Level of scholarly productivity over the last five years that meets CSUN's AACSB accreditation requirement for scholarly academic status (Faculty Qualification Criteria).
- Demonstrated ability to lead teams and committees with a collaborative leadership style.
- Demonstrated ability in student advisement and mentoring;
- Demonstrated excellent public relations and communication skills.
- Demonstrated ability to manage multiple responsibilities effectively and identify and solve organizational problems.
- Demonstrated record of achievement in working with a diverse community of students, faculty, staff, and administrators.
- Demonstrated ability to provide effective leadership in responding to the diversity and international character of the University and the College.
- Effective resource management skills (budget, personnel, facilities).

### **Preferred Qualifications:**

- Successful experience with accreditation procedures and processes.
- Demonstrated ability to analyze, plan, and implement relevant and visionary programs and experiences for the College.
- Experience with high-impact practices for student success and retention.
- Demonstrated experience in academic administration or faculty governance.
- Demonstrated experience in university-level teaching.
- Ability to articulate and implement strategic vision of the Dean.
- Experience leading diverse teams to support the mission and vision of the College.
- Experience and ability to function in a collective bargaining environment.
- Demonstrated experience engaging successfully with external stakeholders and partners.
- Organizational management experience in an accredited institution of higher learning similar to CSUN.

- Experience leading organizational change in a dynamic and diverse environment. Demonstrated ability to provide leadership within a College that values justice, equity, diversity & inclusion, student-centered learning, and interdisciplinary collaboration.
- Demonstrated commitment to promoting diversity, equity and inclusion in the College.
- Successful fundraising and grant generation

**SIGNATURES:**

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\_\_\_\_\_ Date: \_\_\_\_\_  
Employee

\_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor

\_\_\_\_\_ Date:   
Associate Vice President of Human Resources

\_\_\_\_\_ Date: \_\_\_\_\_  
Asst VP Equity and Compliance or designee