

Assistant Professor, Criminal Justice Administration

School of Public Service and Justice

College of Business Admininistration & Public Policy

**Position Description**

The Department of Criminal Justice Administration in the School of Public Service and Justice, housed in the College of Business Administration and Public Policy, at California State University, Dominguez Hills (CSUDH) invites applications for a Tenure-track position at the rank of Assistant Professor (Academic Year) with the appointment starting in Fall 2025.

At CSUDH, we celebrate and respect diversity in all forms that include every race, religion, gender, ethnicity, veterans, people with varied abilities, and members of the LGBTQ+ community. CSUDH is seeking applications from candidates who can demonstrate experience in teaching and working with individuals from diverse backgrounds and contribute to the University’s mission, vision, and core values.

For more information: [Mission, Vision, and Core Values](https://www.csudh.edu/president/strategic-planning/mission-vision-and-core-values/).

**The Position**

The Department of Criminal Justice Administration invites applications for the position of Assistant Professor. We seek a faculty member with expertise in any area of Criminal Justice Administration or Criminology to teach undergraduate courses in the major, conduct research, and participate in service to the Department, College, University, and community.

**Qualifications**

Required Qualifications

* Experience teaching and working with colleagues from diverse age, socioeconomic, cultural, and academic backgrounds.
* PhD in Criminal Justice or Criminology, or highly related discipline. ABDs are encouraged to apply, but the degree must be completed prior to appointment. JD/PhDs are also encouraged to apply. JDs or JD/Masters may be considered.
* A record of, or potential for, effective teaching and scholarly research and publication in their field.

Preferred Qualifications

* Expertise in Criminal Justice Administration or Criminology.
* Ability to teach across the curriculum in the Criminal Justice Administration major.
* Relevant legal, policy, and/or community engagement experience.
* Experience in, or potential for, teaching online and hybrid courses.
* Ability and interest to design new courses in Criminal Justice Administration.
* Experience mentoring a diverse student body.

**How to Apply**

A completed on-line application must be received by electronic submission to be considered. To apply, please visit [CSUDH career-opportunities](https://www.csudh.edu/hr/career-opportunities/).

**Application Deadline Date:**

The position is open until filled. Review of applications will begin in September 2024. For full consideration, please submit your completed application with the required materials no later than September 15, 2024:

* Current Curriculum Vitae with contact information
* Cover letter
* Statement on Diversity, Equity, and Inclusion (2 pages maximum)\*
* List of 3 references with contact information**\*\***
* Unofficial transcripts (an official transcript will be required for the finalist)**\*\*\***
* A Statement on Teaching (2 pages maximum)
* A Statement on Research (2 pages maximum)
* Sample Publications or Evidence of Creative/Scholarly Activity
* Teaching Evaluations (if available)

*\*Given CSUDH’s commitment to diversity and inclusion for all students, faculty, staff, and administrators, describe your individual commitment and experiences in advancing diversity and inclusion and how they relate to your future teaching and research.*

*\*\*This position requires three letters of recommendation (LORs). Please do not upload your LORs with your application. Your list of references will be notified at the appropriate time during the search process. They will receive a request via email along with information on uploading the LOR. You will be able to verify that each letter has been received by CSUDH by logging back into your applicant portal.*

\*\*\*For finalist with International transcripts, a United States Equivalency certification will be required.

*A United States (US) Equivalency certification is required for earned/awarded/conferred foreign terminal degrees, which is from a foreign Academic Institution for foreign studies. The US Equivalency certification is used to validate foreign studies from an academic credential evaluation agency and is evaluated on foreign studies and deemed to be equivalent to degrees from the United States. The certification must translate the information in English, and confirm that your highest terminal degree is US Equivalent to a US terminal degree (i.e., Bachelor’s, Master’s, Doctorate’s, Doctor’s of Philosophy). The certification can be emailed to* [*facultyaffairs@csudh.edu*](mailto:facultyaffairs@csudh.edu) *or mailed directly to the office of Faculty Affairs and Development, 1000 East Victoria Street, WH-368, Carson, CA 90747.*

If you have questions regarding the position, please contact:

Jennifer Macy, Ph.D.

Professor, Criminal Justice Administration

Search Committee Chair

CSU, Dominguez Hills

1000 East Victoria Street, I&I 4117

Carson, CA 90747

[jmacy@csudh.edu](mailto:jmacy@csudh.edu)

310.243.1020

The Department of Criminal Justice Administration

The Department faculty strive to deliver an education that focuses on public service and social justice through scientific research and critical analysis of criminal justice policies and laws. The Department offers undergraduate students a Bachelor of Science degree in Criminal Justice Administration (CJA). The degree is designed to provide students with a high quality education that prepares them to think critically about research and policy as they relate to policing, courts, and corrections. In this regard, the Criminal Justice Administration curriculum seeks to prepare students for careers in criminal justice, public service, social justice, and law and public policy. The degree also serves as preparation for graduate education in these and related areas.

**The School of Public Service and Justice**

The School of Public Service and Justice (SPSJ) houses the Departments of Criminal Justice Administration and Public Administration, and the Program of Orgainzational Leadership Studies. The mission of the SPSJ is to address the pressing social, legal, and policy issues our society faces through cutting-edge empirical research, undergraduate and graduate education, and community service and leadership. It also offers ongoing symposia and events on issues related to our commitments to anti-racism, social justice, and public sector ethics. Pervasive under resourcing, racial inequality, and police violence highlight the importance of renewing our focus on ethical public service and justice. The School of Public Service and Justice educates our students through classes and community service opportunities to understand these and other societal challenges.

**The College of Business Administration and Public Policy**

The College of Business Administration and Public Policy consists of three business departments (Accounting, Finance and Economics, Information Systems and Operation Management, and Management and Marketing) and two departments within the School of Public Service and Justice (Departments of Criminal Justice Administration, and Public Administration). The College offers a NASPAA accredited MPA program and an AACSB accredited B.S. in Business Administration program.

For more information: [Criminal Justice Administration (csudh.edu)](https://www.csudh.edu/criminal-justice-administration/)

**Additional Information**

The Assistant Professor (Academic Year) classification salary range is $5,925 to $12,594 per month (12 monthly payments per academic year); The anticipated hiring salary is $7,700 to $7,850 per month. This position will be commensurate with experience and current CSUDH faculty salaries in the academic department/discipline. Faculty salaries are subject to budgetary authorization and any California State University System faculty contract increases. Summer research grants, moving expenses, start‐up funds, and a reduced teaching load may be available.

An excellent comprehensive benefits package is available that includes: health/vision/dental plans; spouse, domestic partner and dependent fee‐waiver; access to campus child‐care; and a defined‐benefit retirement through the state system along with optional tax sheltering opportunities. For a detailed description of benefits, please visit: <https://www.csudh.edu/hr/benefits/>.

Background Check

Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

CSU COVID-19 Vaccination Policy

The California State University (CSU) is committed to safeguarding the health and well-being of our students, faculty, staff, administrators, and the communities we serve, as well as maintaining higher education access and attainment for our students, as such, we embrace a comprehensive strategy designed to reduce the likelihood of transmission of the COVID-19 virus.  The CSU strongly recommends that all individuals who access any in-person program or activity (on- or off-campus) operated or controlled by the University follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications and comply with other safety measures established by each campus. The systemwide policy can be found at CSU Vaccination Policy and any questions you have may be submitted to [hrm@csudh.edu](mailto:hrm@csudh.edu).

Mandated Reporter Per CANRA

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in [CSU Executive Order 1083](https://calstate.policystat.com/policy/10927154/latest/), revised July 21, 2017, as a condition of employment.

Closing Statement

CSUDH is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

For more information: [U.S. Equal Employment Opportunity Commission](https://www1.eeoc.gov/employers/poster.cfm)

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Human Resources’ Office (310) 243-3771.

Clery Act crime statistics for CSUDH are available at [Campus Security Report (Clery),](https://www.csudh.edu/rm/clery-act/) or by calling University Police at (310) 243-3639.

Upon appointment, all candidates must furnish proof of eligibility to work in the U.S.

The California State University is Smoke and Tobacco Free. Smoking, Vaping and other Tobacco use are Not Permitted anywhere on University property. Education Code 42356, CCR Title 5, Article 9.

For more information see: [Smoke & Tobacco-Free](https://www.csudh.edu/breathe-freely/policy/)