

CALIFORNIA STATE UNIVERSITY, FRESNO
Position Description Form

Employee Name: _____	Fresno State ID # _____
Classification: <u>Administrator IV</u>	Working Title: <u>Dean of the College of Health and Human Services</u>
Prepared By (MPP/Chair): <u>Provost</u>	Department: <u>College of Health and Human Services</u>
Bargaining Unit: <u>M80</u>	FLSA Status: <u>Exempt</u>
	Date Prepared: <u>5/2024</u>

POSITION DESCRIPTION

Overview:

Reporting to the provost and vice president for academic affairs, the dean serves as the chief administrative and academic officer for the College of Health and Human Services. The dean will articulate and advance a shared vision for the college that promotes interprofessional and interdisciplinary collaborations, a culture of innovation, and service to the community, all of which are rooted in advancing diversity, equity, and inclusion. Additionally, the dean is responsible for leadership of the college’s student success efforts, accreditation, academic program planning, assessment of curriculum and instruction, recruitment and evaluation of faculty and staff, professional development and research support, and budgeting and fiscal management. The dean represents the college and university in community, corporate, and professional organizations, and agencies. The dean supervises the associate dean, the directors of college centers or programs, chairs, and staff of the college. The dean manages an annual budget of over \$12 million and provides leadership to a school of 245 faculty and 276 staff.

Position Summary:

The next dean will be expected to develop resources from internal and external connections that further the goals of the college and university. The dean will engage the faculty in developing innovative programs that build and integrate multiple strengths within the college while simultaneously partnering with the communities in the Central California region to address the critical issues in the health and human service environment that require continuing generations of well-prepared health and human service professionals.

In addition:

- The dean is responsible for the effective operation of the college in support of the mission and goals of the college, the university, and the California State System, serving as the spokesperson for the college on campus, in the larger community of scholars, in the region and nationally.
- Provides visionary leadership to faculty, staff, and administrators to foster academic excellence of students and faculty.
- Continually enhances the quality of academic programs and the promotion of excellence in teaching, research, and service in cooperation with faculty, staff, students, and community partners.
- Oversees the recruitment, retention and evaluation of faculty and staff.
- Promotes faculty research initiatives and the enhancement of support for faculty development.
- Plays a major role in the development and enhancement of relationships with the health and human service community in the region and nationally as well as with alumni of the college.
- Collaborates with the university's grant and contract office to enhance funded programs and research endeavors as well as with the university's development division to enhance the college development activities.
- Oversees the college budgets, fiscal planning and with the participation of the department chairs, the day-to-day operation of the academic and administrative affairs of the departments in the college.
- Supports of the technological infrastructure, equipment and facilities needed for effective program development and delivery.

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- Articulates and advocate the role of the college on campus and in the region.

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:	MPP Associate Dean, Faculty, Staff

Qualifications:

Knowledge, skills, and abilities required to perform the essential functions in the role of the dean of the College of Health and Human Services:

- Ability to be an innovative and visionary leader, with high personal integrity.
- Leadership style that is empowering and supportive of staff and faculty.
- An adherence to ethical principles and an unwavering commitment to equity and transparency.
- Experience and record of success in effective program development and curricular innovation.
- Demonstrated capability to serve as the public voice of the school both internally and externally.
- Demonstrated acumen in sound budgetary and financial management.
- Capacity to facilitate interdisciplinary and interprofessional work and to initiate and support creative strategies to enhance the mission and work of the school.
- A track record of leadership in advancing institutional diversity, equity, and inclusion in prior roles.
- Ability to navigate institutional complexity with ease and grace.
- Natural relationship builder with the experience or willingness to work in a fundraising capacity.
- Appreciation of and commitment to shared governance and experience in a collective bargaining environment.
- Familiarity with opportunities and challenges facing schools of health and human services and the health services field broadly.

Minimum Qualifications:

- An earned doctorate and qualifications for the rank of full professor in one of the departments or disciplines of the College are required.
- Demonstrated record of teaching, research, service, and/or experience meriting appointment as a tenured full professor in the college.
- Leadership experience at the department chair, director, associate dean, or dean level, gained within a multi-disciplinary school of allied health or health/human sciences.

Preferred Qualifications:

- Experience with and knowledge of accreditation standards and processes for health and human services programs.
- Experience working in a collective bargaining environment.

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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](#).
- 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.
- 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.

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.

Print Name	Signature	Date
Employee:		
Supervisor:		
Appropriate Administrator:		

CALIFORNIA STATE UNIVERSITY, FRESNO

Position Description Form

Employee Name: _____
 Department: College of Health and Human Services

Position: Dean of College of Health and Human Services
 Date Prepared: 5/2024

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

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Lifting or carrying					
2. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. 11 to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bending Over	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. 26 to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. 51 to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. 76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Repetitive use of legs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Pushing or pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
						Yes	No				
16. Driving cars, trucks, forklifts and other equipment						<input type="checkbox"/>	<input checked="" type="checkbox"/>				
17. Being around scientific equipment and machinery						<input checked="" type="checkbox"/>	<input type="checkbox"/>				
18. Walking on uneven ground						<input type="checkbox"/>	<input checked="" type="checkbox"/>				

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Using math/calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Working at various tempos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remembering names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Discriminating colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Humid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. High places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Dry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Wet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Change of temp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dirty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Noisy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Working With others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Working around others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>