

Position Description

College of Engineering Associate Dean for Faculty Affairs and College Operations

OVERVIEW:

The College of Engineering Dean's office is responsible for the overall successful functioning of the college, including administration, student and faculty success, and infrastructure. The associate deans are instrumental to the smooth operation of the college. The three associate deans collectively support a wide range of college activities and university initiatives. The three associate deans work collaboratively with the entire deans' office leadership team and back each other up as needed. The three positions include the Associate Dean for Faculty Affairs (personnel and operations), Associate Dean for Diversity and Student Success (undergraduate programs, JEDI, quarter-semester transition, year-round operations) and Associate Dean for Research and Assessment (Research, Grad Programs, ABET).

Reporting directly to the Dean of Engineering, the Associate Dean for Faculty Affairs/College Operations leads college efforts centered on the support of our faculty and our physical infrastructure, including faculty recruiting, faculty workload, faculty mentoring/career development, and support/development of our physical facilities to support college current and future needs.

The Associate Dean for Faculty Affairs and College Operations' work is informed and guided by the College's strategic framework, independently leading and managing within the context of the overarching direction set by the Dean. The position requires exceptional skills in leadership, interpersonal communication, creative problem solving, program management, organizational detail, and balancing multiple simultaneous priorities.

The highest priority goals for the next few years are expected to include:

- Support and execution of university and college strategic initiatives including year-round operations and the proposed integration with Cal Maritime
- Supporting faculty hiring and faculty mentoring/career development as faculty numbers increase to support student enrollment growth and year-round operations
- Renovation, expansion and reimagining of college spaces to support enrollment growth, quarter-semester transition and research needs.

PRIMARY DUTIES AND RESPONSIBILITIES:

Leadership in the area of FACULTY AFFAIRS including:

- Work with the dean on the proposed Cal Maritime integration, particularly as involves personnel and budget
- Work closely in partnership with dean on the execution of the college-level RPT and other faculty evaluation processes
- Work closely with dean on execution of college-level professional leave processes, and other types of leaves
- Work in close partnership with the CENG Sr. Manager of Personnel, the CENG Director of Finance on college operations
- Lead task forces comprised of other college leaders such as department chairs focused on improving college operations.
- Support the faculty hiring process including college-level interviews and development/tracking

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- Manage instructional needs across the college
- Manage and track faculty workload including assign time and release time

Leadership in the area of OPERATIONS including:

- Serve as point of contact to Cal Poly Facilities Management & Development for all facilities projects
- Manage college-level space allocations and execute space planning strategies including
 - Office space and conference rooms
 - Faculty/student research spaces
 - Student club spaces
 - Instructional spaces
- Support the electro-mechanical technician team as needed facilitating cross-disciplinary communications
- Serve as CENG Safety lead providing oversight of the CENG safety committee and partnership with EHS supporting and promoting a culture of safety

Standing committee memberships:

- University Associate Dean's Council
- CENG College Council
- CENG Safety Committee

Other Responsibilities:

- The Associate Dean is a member of the College's executive team and collaborates closely with the Dean, other Associate Deans, the Director of The Noyce School for Applied Computing, Assistant Dean, Department Chairs, Program Directors, and Dean's Office staff.
- The College's three Associate Deans will back each other up as needed.
- The Associate Dean will represent the college on behalf of the Dean at various events, including occasional evening and weekend commitments.
- Occasional service (as appointed) on task forces established by the Dean or Provost's Office.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Full-time tenured member of the Cal Poly College of Engineering faculty.
- Achieved rank of Full Professor
- Demonstrated success in a faculty leadership role requiring managing multiple leadership responsibilities.
- Proven commitment to diversity, equity, and inclusion
- A commitment to collegial and collaborative interactions spanning the college and the university.
- Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Demonstrated ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability

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to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

- Demonstrated ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Demonstrated ability to interpret, communicate and consistently apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Proven ability to work within a fast-changing fiscal, political, and multi-disciplinary technical environment.
- Demonstrated effectiveness in teaching, research and service.

PREFERRED QUALIFICATIONS:

- Proven success as a Department Chair
- Proven success in personnel and process management of complex organizations (e.g. work experience as a director, department chair, PI of a multiyear/multi-disciplinary project, etc)

SPECIAL CONDITIONS:

- The Associate Dean for Faculty Affairs is a management position (MPP) and serves at the pleasure of the Provost and Executive Vice President for Academic Affairs, based on the recommendation of the Dean of the College of Engineering
- Each Associate Dean participates in an annual review of contributions and goal setting.
- Must be willing to attend training programs off-site for occasional professional development.
- Must be able to work overtime, evenings, weekends, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work on an emergency basis.
- 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.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

Application:

- Interested faculty are invited to submit:
 - Current CV
 - Cover letter that focuses on their interest in the position and demonstrated experience with academic leadership as related to the position responsibilities
 - Diversity statement that focuses on their demonstrated experience in leadership of JEDI actions in support of the listed responsibilities and the college and university's strategic plan.