

## **Faculty Director of Graduate Studies Position Description**

As part of the investment at CSUCI in growing academic programs, Academic Affairs established a Faculty Director of Graduate Studies role. The Faculty Director position is designated as a full-time faculty who will serve as a primary liaison between SIGUE, academic deans, and designated Academic Program(s) to support the integration of graduate programs and support services in the academic setting. The Faculty Director oversees the Graduate Studies Council and works closely with the Graduate Studies Center, bringing leadership and vision for synergistic programs that are central to the CI mission, equity, and student success.

The ideal candidate will have strong communication and interpersonal skills, excellent judgment, and strategic vision. Experience with managing complex cross-divisional initiatives, working with staff, implementing equity-minded practices, and leading professional development for faculty and instructional student assistants.

Knowledge of graduate-level curriculum and program development, graduate student recruitment and enrollment, and graduate student support needs will be central to the work of this position. A demonstrated record of experience in the areas of diversity, equity, inclusion, and management experience are a must. The Faculty Director of Graduate Studies will report to the Vice Provost/AVP Academic Programs and Continuous Improvement (APCI).

### **Minimum Requirements:**

- Significant experience in academic leadership in higher education; excellent communication and interpersonal skills with proven ability to work collaboratively with diverse communities of faculty, students, staff, other administrators and community/school partners.
- Experience designing, implementing, and assessing graduate curricula and programs.
- An earned doctorate in an appropriate field.
- Equity-minded faculty professional development

### **Required Qualifications:**

- Faculty member must currently be a full-time instructional faculty member (Probationary, Tenured, or Lecturer) at CSU Channel Islands. For full-time librarians who wish to apply, the 3WTU would be applied as follows: Full-time librarian's assignment would include a buyout of 32 hours a week employment and require the librarian to work the remaining 8 hours a week in their library position.
- Applicants should demonstrate the commitment to effectively work with and engage a diverse student population and provide evidence of how they would successfully mentor minoritized students with special focus on Latinx, Black/African American, American Indian, and Asian/Asian American/Pacific Islander students.
- Applicants should have experience leading cross-divisional programs involving staff, faculty and students from program design, budget forecasting, implementation and management, through evaluation and assessment.
- Knowledge of and commitment to Hispanic Serving Institutions (HSIs).
- Handle confidential/sensitive information with discretion.
- Interpret, apply and explain rules, regulations, policies and procedures
- Utilize a variety of computer applications, including word processing, spreadsheets, database, and web software.
- Ability to take direction and work both independently and collaboratively

- Plan and organize work to meet timelines, schedules and deadlines.
- Prepare comprehensive narrative and evidence-based quantitative reports.
- Ability to manage large budgets from multiple funding sources; track and monitor expenses;
- develop and submit proposals to garner funding resources to meet program needs; ensure programming remains within budgets.

**Preferred Requirements:**

- Demonstrated skill in team building across divisions and working with diverse constituencies across administration, staff, faculty and students.
- Evidence of effective leadership in matrix organization.
- Evidence of effective cross-cultural interpersonal and communication skills (i.e., multicultural competencies)
- A record of or significant potential to garner external resources for program development.
- Flexibility in handling shifting priorities, excellent time management skills, and ability to work on multiple projects simultaneously.

**Responsibilities:**

- Represent the Division of Academic Affairs and academic programs regarding graduate studies.
- Oversight of review of all graduate academic programs by authorized campus committees and individuals; annual reporting and updating of the CSU Academic Master Plan;
- Oversees strategic expansion of graduate programs, including review of all proposals for new, modified, or discontinued graduate academic curriculum and programs by authorized campus bodies and individuals;
- Along with the AVP APCI, contributes to annual update and production of the University Catalog (print and Online version) and production of academic program materials provided to academic departments;
- Takes an active role in helping to embed the values of diversity, equity, and inclusion in all aspects of University work, in every division, and participates at least once annually in professional and/or leadership development opportunities that will contribute to campus efforts to advance racial and social justice in and through education at CSUCI and beyond.
- Assure the quality of graduate programs and credentials through development and implementation of academic policies and assessment tools;
- Oversight of timely academic probation/disqualification for graduate students and intervention strategies to maximize student success;
- Provide opportunities to high-achieving students through CSU Pre-doctoral Scholars Program, Graduate Equity Fellowships, CSU Forgivable Loans, CSU Student Research Competition, and other programs as opportunities become available;
- Development of graduate academic and other policies to enhance student success and promote academic excellence;
- Co-leads the Graduate Studies Council;
- Serves as the university point of contact for graduate student recruitment and admissions; and
- Collaborates with Vice Provost and other AVPs on community partnerships, especially related to improving post-graduate outcomes
- Advise Provost and Vice Provost on strategic opportunities to grow graduate programs, respond to regional workforce needs, and expand research and creative activities
- With Deans, advises Provost on research and art facilities, including expansion, equipment, and safety protocols
- Collaborates with Extended University on the development of post-baccalaureate

- certificates and degrees
- Work with program analyst(s) to manage program budgets across multiple funding sources.

**Assignment Details:**

- This assignment will be for a full-time 12-month faculty assignment.
- Assignment requires that ~3 WTU per year of instruction in the home department be maintained.
- Assignment will be through August of 2025.
- The Graduate Studies Faculty Director will report to the AVP of APCI.
- Base Salary plus 15%. This will require full-time work during the summer, but vacation time is earned as a 12-month employee; vacation taken with the approval of APCI AVP.

Faculty who wish to apply for this position should submit their CV and a Statement of Interest to the Vice Provost, Jessica Lavariega Monforti at [viceprovost@csuci.edu](mailto:viceprovost@csuci.edu) by February 16, 2024