



JOB ANNOUNCEMENT: ASSISTANT DEAN or DIRECTOR OF FACULTY AFFAIRS

JOB TITLE: Assistant Dean or Director of Faculty Affairs
SUPERVISOR: Dean for College of Psychology
EFFORT: 1.0 FTE, Full Time, Exempt
EDUCATION: PsyD or PhD

California Northstate University is dedicated to educating, developing, and training the next generation of healthcare professionals. After launching and accrediting the College of Pharmacy, College of Medicine, and the College of Health Sciences, CNU now is seeking an Assistant Dean or Director of Faculty Affairs to join the team in our new College of Psychology.

This program will provide students with scientifically proven interventions and practical first hand field experience culminating in a doctorate of clinical psychology (PsyD). Graduates will have the knowledge, skills, and experience necessary to take the next steps in becoming a practicing, licensed psychologist.

The Assistant Dean or Director of Faculty Affairs will be part of the College of Psychology faculty and a key member of the Dean's leadership team. With their exemplary reputation as a faculty manager, the Assistant Dean or Director will provide leadership, support, and innovation to this emerging program.

RESPONSIBILITIES

The Assistant Dean or Director of Faculty Affairs will be responsible for:

1. Managing faculty appointments in the College of Psychology
2. Management of faculty recruitment and hiring process
3. Develop and maintain faculty schedules, Manage and track schedules and leaves
4. Being a key member of the University Faculty Promotion Committee
5. Maintaining the faculty review and evaluation process
6. Assisting in the creation of policies and procedures related to academic faculty
7. Facilitating faculty onboarding and training
8. Working with the University's faculty senate
9. Developing ongoing faculty support through proper staff, materials, and technology

10. Serving on the Dean's Executive Committee
11. Manage faculty conflict while working in conjunction with University H.R.
12. Handle all financial requests from faculty
13. Other duties as assigned

QUALIFICATIONS

Must have:

1. Demonstrated leadership and experience in faculty management and academic administration
2. Knowledge of current and future directions regarding academic staff and support services
3. Active engagement in
4. A PhD or PsyD from an APA accredited program
5. Experience managing complex organizational tasks
6. A proven track record of writing and approving policies and procedures
7. Experience evaluating academic program effectiveness
8. Previous experience with conflict resolution
9. Knowledge of accrediting standards, including WASC and APA
10. The ability to analyze complex problems and provide solutions
11. Comprehensive knowledge of the discipline of psychology
12. The ability to speak and write clearly and concisely

Preferred:

1. A license to practice in the state of California
2. Completion of an APA internship
3. Experience working on teams with a variety of healthcare professionals
4. Knowledge of local training and educational opportunities for students
5. Prior teaching experience at various academic levels
6. Establishment of positive and harmonious relationships with others
7. Proven excellence in public speaking
8. Previous experience representing a large organization to the public

APPLICANT SHOULD SUBMIT

- Cover letter that addresses qualification, experience, and career goals
- Resume/CV
- Name, addresses, and telephone numbers of at least (3) professional references

Please send all application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757. CNU is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.