

SEARCH PROFILE:

ASSOCIATE VICE PRESIDENT
FOR FACULTY AFFAIRS



CalPoly
Pomona

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California State Polytechnic University, Pomona (Cal Poly Pomona or CPP) invites confidential inquiries, nominations, and applications for the position of Associate Vice President for Faculty Affairs (AVPFA). The AVPFA is expected to assume office no later than July 1, 2024.



CAL POLY POMONA

Cal Poly Pomona, recognized as one of the most diverse regional universities in the Western United States as well as nationwide, offers an affordable, life-changing education. Located less than 30 miles east of Los Angeles, the campus enjoys the excitement of a diverse metropolitan area while retaining the serenity of a foothill community. As an inclusive polytechnic university, Cal Poly Pomona utilizes a technology-enhanced, learn-by-doing approach to education and cultivates success through experiential learning, discovery, and innovation. Students enjoy endless opportunities for involvement in a vibrant and diverse community. A Hispanic-Serving Institution, CPP is among the top 25 colleges in conferring baccalaureate degrees to Hispanic students.

Cal Poly Pomona opened on September 15, 1938, with an all-male enrollment of 110 students as the Voorhis Unit of California State Polytechnic College in San Luis Obispo. It was located on the 150-acre San Dimas site of the former Voorhis School for Boys. Breakfast cereal magnate, W.K. Kellogg, deeded 813 acres of land located three miles south of the Voorhis campus to the state of California in 1949. In 1956, 508 students and 44 faculty and staff moved from San Dimas to the Kellogg campus. In a first for the all-male campus, 329 women joined the student body in 1961. The Pomona campus separated from the San Luis Obispo campus in 1966 and became California State Polytechnic College, Kellogg Campus. University status was granted in 1972. Today, the university is one of three polytechnic universities within the 23-campus California State University system. Cal Poly Pomona has nearly 30,000 students and 2,700 faculty and staff.

Cal Poly Pomona's history and geography are unlike any other university in the region. Nowhere else can students ride an Arabian horse, practice on a Steinway piano, bring a new product to market, and build a liquid-fueled rocket. Benefitting from a campus community that embraces and learns from the richness of its members' myriad lived experiences, Cal Poly Pomona is alive with academic, social, and volunteer and career development opportunities. Faculty in all disciplines put theory to practice, providing students with opportunities to apply their knowledge in hands-on projects, research collaborations, and valuable internship and service-learning programs. Cal Poly Pomona, recognized as one of the most

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UNIVERSITY RANKINGS

Cal Poly Pomona is among the best public universities in the West and is nationally ranked for helping students achieve economic success. The university embraces local and global challenges and transforms lives. When it comes to quality education, affordability, and career prospects for graduates, Cal Poly Pomona consistently ranks among the best universities in the country. While each ranking is a snapshot of achievement, taken collectively, they provide a picture of a diverse, learn-by-doing university whose students graduate with the skills needed to succeed in a dynamic, evolving work environment.

- *Money Magazine* recognized Cal Poly Pomona as one of the “2024 Best Colleges in America,” receiving 4.5 out of 5 stars based on quality of education, affordability, and student outcomes.
- *U.S. News & World Report* 2024 Best Colleges ranks CPP as No. 3 among “Regional Universities West,” a region that covers 15 states, as well as No. 2 among “Top Public Schools in the West” and No. 2 on the “Best Colleges for Veterans” in the region.
- *Money Magazine* ranked the College of Business Administration No. 5 in California and No. 30 in the nation on its 2022 “Best Colleges for Business Majors.”
- *Forbes’* third annual “America’s Best Value College” list ranks Cal Poly Pomona among the best in the nation for a student’s return on investment. The university was No. 59 among the 300 schools that made the list.

SOCIAL MOBILITY

Cal Poly Pomona’s success in admitting and graduating students from lower-economic backgrounds is also receiving attention. *The Wall Street Journal* listed the university as the top polytechnic and No. 11 on its list of “2024 best U.S. Colleges for Social Mobility.” *The Washington Monthly* ranked CPP as the top polytechnic and No. 14 in its ranking for “2023 Best Bang for the Buck Colleges.” CollegeNet ranked the university No. 17 in the nation on its “2022 Social Mobility Index.”

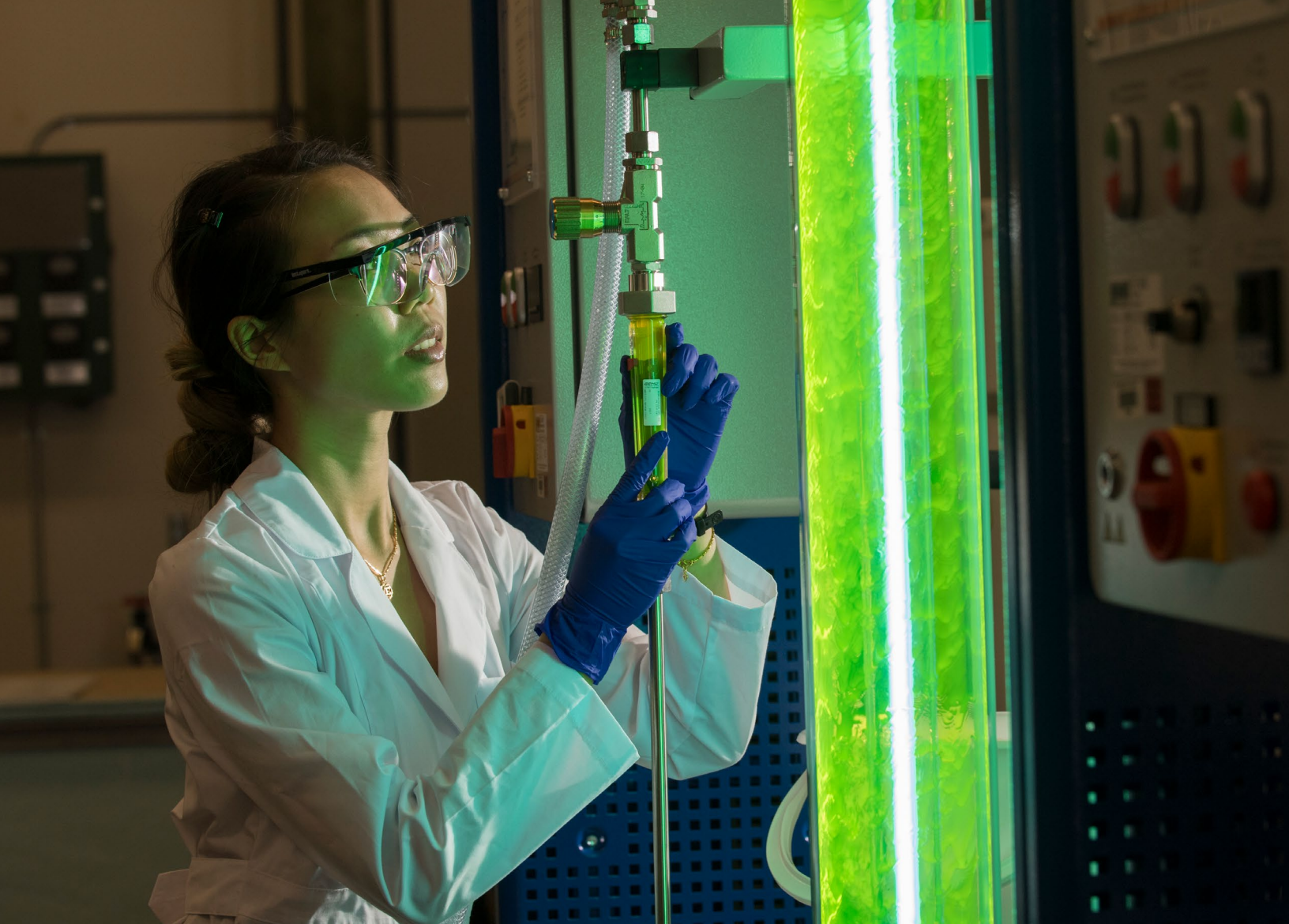
DIVERSE STUDENT BODY

Diverse Issues in Higher Education recognized Cal Poly Pomona as No. 20 in the nation for the most bachelor’s degrees awarded to minoritized students on its “2022 Top 100 Degrees Conferred” list. The university was also No. 13 for bachelor’s degrees earned by Hispanic students and No. 20 for bachelor’s degrees earned by Asian American students.

RECOGNITION OF INDIVIDUAL PROGRAM EXCELLENCE

U.S. News & World Report recognized the College of Engineering at No. 9 among the nation’s “2024 Best Undergraduate Engineering Programs” where a doctorate was not offered, and No. 3 in the state.

Several individual departments were also in the top 10: No. 2 Computer Engineering, No. 3 Mechanical Engineering and Electrical/Electronic/Computer Engineering, and No. 4 Civil Engineering. The Collins College of Hospitality Management is ranked No. 5 in *CEO World Magazine’s* 2023 “Best Hospitality and Hotel Management Schools in The World” list. The list goes on, with many additional colleges, departments, and programs ranking highly in the region and the nation.



UNIVERSITY LEADERSHIP

Dr. Soraya M. Coley became the sixth president of Cal Poly Pomona in January 2015 after more than 20 years of leadership in higher education, pledging to be a leader who is “student-centered, faculty- and staff-focused, and community-minded”. Dr. Coley, the first woman to be named president of Cal Poly Pomona, ushered in a new era of strategic leadership for the campus, establishing a vision for CPP as a model for an inclusive polytechnic university that inspires creativity, discovery, and innovation, embraces local and global challenges, and transforms lives. In 2023, she received the American Council on Education (ACE) Donna Shavlik Award that honors an individual who demonstrates a sustained commitment to advancing women in higher education through leadership and career development, campus climate, and mentoring. She has served as the ACE Southern California Women’s Network presidential sponsor for four years. In 2022, she was listed as one of the Los Angeles Business Journal 500 – a list of the most influential and most impactful professionals in the Los Angeles region.

DIVISION OF ACADEMIC AFFAIRS & OFFICE OF THE PROVOST

Academic Affairs Central Offices provide leadership and support to faculty, staff, and students in the pursuit of excellence in undergraduate and graduate education and scholarly activity. The Central Offices fulfill this mission by:

- Providing services to support students in reaching their academic goals.
- Facilitating the professional development of faculty in all phases of their careers as teacher-scholars.
- Building and enhancing an international perspective.
- Advancing a culture of civic engagement.
- Assisting faculty and staff in obtaining external support for their professional activities.
- Facilitating program innovation, assessment, and review.
- Providing data and analytic support to guide planning and decision making.
- Administering financial, physical, and technological resources, and working on matters of shared governance with the Academic Senate and other constituencies.

UNIVERSITY LEADERSHIP (CONT.)

LEADERSHIP IN ACADEMIC AFFAIRS

The Provost is the chief academic officer of the university, reporting to the President with responsibility for the academic enterprise of the university, including coordination of academic programs, administration of academic resources, and the planning and implementation of key initiatives. The Office of the Provost also works collaboratively with the Divisions of Student Affairs, Administrative Affairs, Instructional and Information Technology, and University Advancement to facilitate organizational success across the Cal Poly Pomona campus.

Dr. Terri Gomez, Interim Provost, has been a member of the CPP community for 24 years, starting first as a lecturer and rising to the rank of Full Professor in the Department of Ethnic and Women's Studies. She has served in a range of administrative roles including Department Chair and Interim Associate Dean in the College of Education and Integrative Studies, as well as Interim Associate Vice President before being appointed in 2018 as the inaugural Associate Vice President for Student Success. In 2020 she was named Associate Provost for Student Success, Equity and Innovation with an expanded portfolio that includes Academic Advising, the Bronco Advising Center, Undeclared Advising, Early Start, Learning Resource Center, First-Year Experience, Common Read, PolyTransfer, STEM Success, Academic Innovation, Student Innovation Ideas lab, Kellogg Honors College, Center for Community Service Learning, Office of Undergraduate Research, and the TRIO-funded Reading and Mentoring Program (RAMP).

Dr. Gomez is a nationally recognized leader for her work on student success and developing innovative programs to address the needs of diverse student populations. In 2016, Dr. Gomez was responsible for the launch of the Office of Student Success at Cal Poly Pomona to focus our campus efforts as part of the [CSU Graduation Initiative 2025](#). By developing a range of campus partnerships, support programs and academic interventions, she has led advances in student retention, persistence, and graduation with the ultimate goal of eliminating equity gaps for our most vulnerable students.

THE OFFICE OF FACULTY AFFAIRS

[The Office of Faculty Affairs](#) (OFA) is part of the Academic Affairs Division, and it provides leadership to the university in the development, implementation, and administration of academic personnel policies and procedures. More specifically, the OFA provides leadership and administrative support, and training as appropriate, to faculty members, departments, colleges, and university committees in the in all matters relating to faculty development, recruitment, retention, and promotion of faculty, academic leadership training and support, sabbaticals, and faculty well-being.

Additionally, the Office handles contract matters and grievances related to Unit 3 members: probationary and tenured faculty, temporary faculty (lecturers), librarians, counselor faculty, and coaches, as well as Academic Student Employees represented by Unit 11: Graduate Assistants (GA), Teaching Associates (TA), and Instructional Student Assistants (ISA).

The Office has also oversight of the Center for the Advancement of Faculty Excellence (CAFE). Working as a close partner with Faculty Affairs, the Center for the Advancement of Faculty Excellence is dedicated to Cal Poly Pomona's mission of providing an outstanding education to all our students, with a special focus on providing resources to enhance faculty work and life. This unit supports all faculty in learner-centered teaching, research and creative activities, and service to the university and community, being also a resource for faculty to find and use the best technologies in pedagogically excellent ways to support student learning.





THE POSITION

The Associate Vice President for Faculty Affairs reports directly to the Provost and Vice President for Academic Affairs. The AVPFA serves as a member of the Provost's senior administrative team and is responsible for creating a strategic vision and leveraging their knowledge and experience in faculty affairs to provide comprehensive leadership, advocacy, and coordination of the faculty experience and faculty affairs matters. The AVPFA provides leadership for initiatives within the Division of Academic Affairs, particularly regarding Unit 3 (instructional and librarian faculty, coaches, Unit 3 counselors, and academic administrators) and Unit 11 (teaching associates, graduate assistants, and instructional student assistants) employees.

RESPONSIBILITIES OF THE AVPFA

Strategic Planning and Administrative Duties

- Develop and maintain collaborative relationships with senior leaders, directors, managers, and stakeholders to meet university goals and objectives.
- Provide a strategic vision and plan for faculty affairs and advise the Provost, academic leadership, and faculty on best practices in faculty affairs and labor relations.
- Develop and implement policies and procedures for record keeping for faculty affairs, including a centralized database for faculty appointments and status.
- Make informed and strategic decisions regarding faculty affairs, balancing institutional needs, faculty interests, and regulatory requirements.

Faculty Development

- Develop and oversee processes and procedures for faculty recruitment (tenure track, non-tenure track, part-time, and visiting), with a focus on enhancing and supporting diversity, equity, inclusion, and belonging efforts.
- Implement and oversee comprehensive evaluation processes to assess faculty performance, provide constructive feedback, and support professional growth and advancement.

- Develop, facilitate, and support faculty retention, development, and support through policies, procedures, and programs including new faculty orientation, mentoring, teaching excellence, productivity in scholarly and artistic works, professional leadership, recognition, and awards.

Strategic Leadership

- Provide strategic leadership to advance policies related to faculty personnel matters, including faculty workload, equity and climate, and Title IX, in close partnership with the Chief Diversity Officer, Human Resources, and the Director of Conflict Resolution and Ombuds.
- Provide leadership and proactively communicate policies, procedures, and contract changes.

Faculty and Personnel Relations

- Work closely with Executive Director for Academic Personnel, deans, associate deans, and department chairs in matters related to faculty personnel and in interpreting and ensuring compliance with the provisions of the CSU-CFA collective bargaining agreement and faculty policies contained in the Faculty Handbook.
- Provide oversight over all personnel processes related to faculty and senior academic affairs administrators (instructional and librarian faculty, coaches, academic related counselors, and academic administrators).
- Oversee personnel procedures for faculty unit employees, including, but not limited to, recruitment, appointment, evaluation, paid and unpaid leaves (sabbatical, difference-in-pay, professional and personal leaves, sick leave, and parental leaves), including exercising delegated authority to grant, deny, or defer such leaves.
- Review recommendations on personnel actions for Provost review and approval.
- Oversee recruitment of faculty unit employees and provide support for the recruitment of academic administrators.

THE POSITION

- Oversee the implementation of policies and procedures for evaluation of faculty employees, including performance reviews for reappointment, tenure, and promotion;- evaluations of temporary, probationary, and tenured faculty; periodic and range elevation reviews for lecturer faculty, and compensation for faculty unit employees, including lecturers.
- Conduct workshops and provide information or training resources for faculty unit employees and appropriate administrators on recruitment, the reappointment, tenure, and promotion process, retirement, range elevation, order of assignment in assigning faculty work, sabbatical application processes, department chair leadership, and other personnel processes, as appropriate.
- Participate in faculty governance as it relates to faculty personnel policies.
- Coordinate other projects as assigned by the Provost and Vice President for Academic Affairs.

LEADERSHIP OPPORTUNITY

The Office of Faculty Affairs is a foundational function fostering faculty career development and the positive campus culture. As the leader, a successful candidate will need to use an evidence-based approach to develop positive relationships with the diverse groups of stakeholders. The new AVPFA will bring expertise to the broad portfolio of responsibilities inherent in the domain of faculty affairs (e.g., faculty recruitment and retention; faculty support, development, recognition, and success; faculty community, climate, and culture, especially with regard to increasing access, belonging, diversity, equity, and inclusion).

As the university enters a phase of stability in new leadership, the successful candidate should be able articulate a vision for Faculty Affairs as a proactive force on the campus.

The next AVPFA must demonstrate a leadership style that focuses on authenticity, trust-building, and collaboration. Specifically, CPP seeks a leader who is consultative, participative, and thoughtful in decision making, has demonstrated success in building consensus, finding integrative solutions, and who rewards, and brings attention to, contributions and collaborations that occur across groups. The AVPFA will play a critical role in improving faculty morale, enhancing diversity and equity within the faculty, and fostering support for faculty well-being across the university. The successful candidate must possess the ability to work effectively with multiple and often conflicting constituencies to promote faculty well-being.

Among the Priorities for the new AVPFA will be to:

- Develop and implement strategic initiatives to enhance faculty development, recruitment, and retention aligned with the university's mission and goals.
- Implement a multi-year model for hiring tenure track faculty” This is a goal and objective outlined in our strategic plan : <https://www.cpp.edu/strategicplan/strategic-initiative-5.shtml>
- Foster a collaborative and inclusive environment by working closely with department chairs, deans, and other stakeholders to address faculty concerns and promote a positive academic culture and supports faculty well-being.
- Includes addressing current concerns regarding faculty workload and compensation.
- Develop and strengthen efforts to enhance the faculty experience and promote faculty community building including programs to convene faculty, share pedagogical and scholarly works, and celebrate faculty accomplishments.
- Improve and expand training and mentoring programs to enhance leadership development within Academic Affairs and specifically to support the preparation and development of faculty members to serve as department chairs, associate deans, and deans.
- Optimize resources, including budgets, staffing, and facilities, to support faculty excellence and innovation in teaching, research, and service.





QUALIFICATIONS

REQUIRED

- An earned terminal degree from an accredited university appropriate to the applicant's academic field of expertise.
- Successful university teaching experience and a record of research, scholarship, and creative activities with accomplishments to warrant appointment at the rank of tenured associate or full professor.
- Several years of successful administrative leadership experience at or above the level of department chair or equivalent.
- Experience working with academic personnel policies, and procedures in a collective bargaining and/or shared governance environment.

PREFERRED

- Ability to provide leadership and advocacy for faculty and to work collaboratively university-wide to support the mission of the university.
- Knowledge of the broad spectrum of activities that relate to faculty personnel processes.
- Knowledge and experience in faculty development and department chair leadership development, including opportunities that address issues related to diversity, equity, and inclusion.

- Ability to provide leadership successfully and function effectively on the Provost's senior leadership team.
- Demonstrated ability to develop and lead processes for recruitment, retention, and mentoring faculty successfully.
- Demonstrated ability to utilize web-based systems for faculty evaluations and faculty recruitments and appointments.
- Expertise in best practices for faculty development and academic leadership development.
- Expertise in data-based systems and tools to collect and manage faculty information and status.
- Experience with investigations involving sensitive faculty personnel and student matters.
- Experience negotiating bargaining unit contracts.
- Demonstrated commitment to equity, diversity, inclusion, and belonging.
- Demonstrated ability to communicate effectively in a multicultural/multiethnic environment.
- Demonstrated effectiveness in advocating for faculty and faculty well-being at the department or institutional level.
- Demonstrated ability to supervise and manage unit personnel successfully.



NOMINATIONS AND APPLICATIONS

The Search Committee will begin reviewing candidates immediately and will continue until the position is filled. Priority consideration will be given to materials received by **Sunday, April 14, 2024**.

To apply a candidate should submit (in 3 separate attachments): 1) a letter of intent addressing how the candidate's experiences match the position requirements; 2) a current CV/resume; and 3) contact information for at least five professional references, including email addresses and a brief note of the candidate's working relationship with each. References will not be contacted without the candidate's prior knowledge and approval and at a later stage in the search.

If you need a medical or disability related accommodation with pre-employment processes (applications, interviews, etc.), please contact the ADA Coordinator by email at ADACoordinator@cpp.edu.

Academic Search is assisting Cal Poly Pomona in this search. To ensure full consideration, inquiries, nominations, and applications (PDF preferred) should be submitted electronically, in confidence, to CPPAVPFA@academicsearch.org. When submitting a nomination, please include the nominee's full name, title, position, and email address.

Nominators and prospective candidates may arrange a confidential conversation about this opportunity with the two senior consultants leading this search: Cynthia M. Patterson at Cynthia.Patterson@academicsearch.org or Maria Thompson at Maria.Thompson@academicsearch.org

Additional information about the institution can be found at <https://www.cpp.edu>.

EMPLOYMENT REQUIREMENTS

The salary for this position will be \$187,356 - \$195,000. More information is available at: <https://www.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf>. The university hires only individuals lawfully authorized to work in the United States.

California State Polytechnic University, Pomona is an Equal Opportunity Employer, including veterans/disability. The university seeks to recruit and retain a diverse workforce

as a reflection of our commitment to serve the people of California, to maintain the excellence of the university, and to offer our students richly varied disciplines, perspectives, and ways of knowing. Cal Poly Pomona subscribes to all state and federal regulations and prohibits discrimination based on protected status.

The duties of this position will include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interests on an annual basis, complete ethics training within 6 months of appointment, and take this training every other year thereafter.

Cal Poly Pomona will make a conditional offer of employment to final job candidates, pending the satisfactory completion of a background check (including a criminal records check). The conditional offer of employment may be rescinded if the background check reveals disqualifying information and/or it is discovered that the candidate knowingly withheld or falsified information. In determining the suitability of the candidate for the position, Cal Poly Pomona will give an individualized assessment of any information that the applicant submits for consideration regarding the criminal conviction history, such as the nature, gravity, and recency of the conviction, the candidate's conduct, performance or rehabilitation efforts since the conviction and the nature of the job applied for. For more information, go to <https://calstate.policystat.com/policy/13813878/latest/>.

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 Revised July 21, 2017, as a condition of employment.

Cal Poly Pomona is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, ancestry, religious creed, sex, gender identity, sexual orientation, marital status, disability, medical condition, age, Vietnam era veteran status, or any other veteran's status.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Cal Poly Pomona in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

