

Department Chair - Teacher Education and Foundations

Job no: 505148

Work type: Instructional Faculty – Tenured/Tenure-Track

Location: San Bernardino - San Bernardino Campus

Categories: Unit 3 - CFA - California Faculty Association, Tenured/Tenure-Track, Full Time, Faculty - Education/Library Science

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California State University, San Bernardino (CSUSB) is located in San Bernardino in the Inland Empire, 60 miles east of Los Angeles and operates a satellite campus in Palm Desert located in Coachella Valley. CSUSB serves approximately 20,000 students, of which 81% are first-generation college students and graduates about 5,000 students annually. As a designated Hispanic Serving Institution, CSUSB reflects the dynamic diversity of the region and has one of the most diverse student populations of any university in the Inland Empire, and the second highest Hispanic enrollment of all public universities in California. CSUSB employs 467 full-time faculty and offers 48 undergraduate, 35 graduate, and one doctoral degree programs and 14 academic programs with national accreditation.

At CSUSB, diversity, equity and inclusion are values central to our mission. We recognize that diversity and inclusion in all its forms are necessary for our institutional success. By fully leveraging our diverse experiences, backgrounds and insights, we inspire innovation, challenge the status quo and create better outcomes for our students and community. As part of CSUSB's commitment to hire, develop and retain a diverse faculty, we offer a variety of networking, mentoring and development programs for our junior faculty. We are committed to building and sustaining a CSUSB community that is supportive and inclusive of all individuals. Qualified applicants with experience in ethnically diverse settings and/or who demonstrate a commitment to serving diverse student

populations are strongly encouraged to apply. CSUSB has received the Carnegie Community Engagement Classification, which recognizes CSUSB's ongoing commitment to service-learning, a high-impact practice that combines classroom instruction with meaningful volunteer service and correlates strongly to student success.

JOB SUMMARY

Responsibilities of the Chair include participation and leadership in the faculty duties of teaching, mentoring, research, service, and program development. The Chair serves as an advocate for the Department in the College and the University, and vice versa. The Chair, in collaboration with the faculty, plans and executes a strategic direction for the department, builds and staffs the schedule of classes, oversees the department budget, fosters team building, manages the department and its staff, and works with diverse faculty and students in the department and across campus to enhance interdisciplinary collaboration. For additional information, please visit [https://senate.csusb.edu/FAM/Policy/\(FSD87-28.R3\)Recruit_Chairs&Directors.pdf](https://senate.csusb.edu/FAM/Policy/(FSD87-28.R3)Recruit_Chairs&Directors.pdf)(Download PDF reader).

The Chair will provide strong academic leadership in the planning and administration of graduate and undergraduate programs in Teacher Education, assist the entire faculty in developing new initiatives and a viable strategic vision, mentor faculty in the promotion and tenure process, supervise support staff, teach courses (at a half-time load), maintain an active research program involving undergraduate and/or graduate students, work with the CSUSB Office of Advancement in fundraising, and maintain and build upon our existing strong relationship with industry and government agencies. The overall responsibilities of the Department Chair position is described in FAM 641.65: <https://www.csusb.edu/faculty-senate/fam/600-675-personnel/640-644-recruitment-appointment-responsibilities-related>

MINIMUM QUALIFICATIONS

- Possesses strong communication, collaborative, and interpersonal skills
- Knowledge of and experience with K-12 teacher preparation and licensure/credentialing
- Has demonstrated a minimum of three (3) years successful licensed teaching experience in an accredited K-12 public school setting
- Earned tenure at previous college/university
- Experience with developing, allocating, and managing a budget
- Experience with developing and implementing strategic plans
- Experience with planning, scheduling, and allocating resources

PREFERRED QUALIFICATIONS

- Earned a terminal degree from an accredited college or university; Ph.D. preferred
- Has demonstrated at least three (3) years of experience as a contracted administrator in an accredited K-12 public school setting, district office, or state level
- Has demonstrated experience as a college/university leader
- Holds a K-12 teaching endorsement, preferably ESL/TESOL/Bilingual teaching experience

Evidence of scholarly activity, publication, and innovation is valued. Evidence of exemplary graduate-level teaching and leadership experience at program level is preferred and should be noted in application.

SPECIAL CONDITIONS

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.

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with CSUSB. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Note: CSUSB cannot deny an

applicant a position solely or in part due to a criminal conviction history until it has performed an individualized assessment and linked the relevant conviction history with specific job duties in the position being sought.

Please note: Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that CSUSB has designated as sensitive. Sensitive positions are those requiring heightened scrutiny of individuals holding the position based on potential for harm to children, concerns for the safety and security of people, animals, or property, or heightened risk of financial loss to CSUSB or individuals in the university community.

For health and well-being, CSUSB is a smoke & tobacco-free campus. The university is committed to promoting a healthy environment for all members of our community.

ABOUT THE DEPARTMENT

The Department of Teacher Education & Foundations prepares candidates to become school teachers and to know and demonstrate the content, pedagogical, and professional knowledge, skills, and dispositions necessary to help all K–12 students grow and learn.

To find out more about the Department of Teacher Education & Foundations, please visit: <https://www.csusb.edu/coe/departments-offices/department-teacher-education-foundations-tef>

For more information regarding the position, please contact:

Recruitment Chair

Nena Torrez

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Department Chair

Lasisi Ayayi

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HOW TO APPLY

1. Cover Letter that includes:
 - a. A statement of your leadership philosophy
 - b. A statement of your teaching interest/philosophy
 - c. A statement of your teaching experience
2. Curriculum Vitae
3. Evidence of teaching effectiveness and established record of research and publications
4. Unofficial copies of all postsecondary degree transcripts (official transcripts will be required prior to appointment), and K-12 teaching credential(s) and endorsement(s)
5. Reference List - names, telephone numbers, and email addresses of three (3) referees whom we may contact to obtain letters of recommendation. Confidential letters of recommendation may be solicited from those listed as references on the application if the applicant is moved forward in the recruitment process. Non-confidential letters of recommendation may be uploaded by the applicant during the application process
6. Diversity Statement which includes your interpretation of diversity, equity, and inclusion, and must include specific examples of how your background and your educational and/or professional experiences have prepared you generally for this role and specifically how your experience and education align with our university's goals (maximum 1,000 words)

7. Confidential letters of recommendation may be solicited from those listed as references on the application if the applicant is moved forward in the recruitment process. Non-confidential letters of recommendation can be uploaded by the applicant during the application process.

Formal review of applications will begin **October 29, 2021** and continue until the position is filled.

If you are interested in this opportunity, we invite you to apply by using this CSU Recruit Hyperlink at:

<https://careers.csusb.edu/en-us/job/505148/department-chair-teacher-education-and-foundations>

Salary is commensurate with experience.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment and on a two-year basis thereafter. (Executive Order 1096)

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter. Visit the Human Resources Conflict of Interest webpage link for additional information:

<https://www.csusb.edu/human-resources/current-employees/employee-relations/conflict-interest>

Advertised: 30 Sep 2021 Pacific Daylight Time

Applications close:

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