

Special Education, Rehabilitation & Counseling, Department Chair

Job no: 504953

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



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

The Department chair position is 12 months with 50% reassignment to fulfill the roles and responsibilities of the department chair and 50% faculty workload. Department chairs are appointed to three-year terms and serve at the pleasure of the Provost. No limit is set to the number of terms, or parts thereof, an individual may serve as chair as long as the department review processes are met satisfactorily. Appointments shall normally begin in the Fall semester of an academic year.

Rank and salary are commensurate with qualifications and experience. The successful candidate will be required to teach a range of courses in one or more of the disciplines in the department at both the San Bernardino and Palm Desert campuses for 50% of their workload.

Department Chairs serve in a leadership capacity in support of the College's mission. They provide academic and administrative leadership and facilitate the orderly conduct of the affairs of the department and the college in accordance with the Collective Bargaining Agreement (CBA), Faculty Administrative Manual (FAM), and university policies and procedures. Their responsibilities, to varying degrees, include, but are not limited to leadership in: representing the department; planning the development of the department; promoting the rigor and integrity of the curriculum; promoting development of curricular and co-curricular programming; managing budget and departmental resources; consultative scheduling and the assignment of workload; mentoring faculty and exercising leadership in faculty recruitment, retention, and successful tenure and promotion activities; supervising department staff and student assistants; and ensuring that student needs are addressed.

TYPICAL ACTIVITIES

The newly hired chair would join a well-established department of 17 full-time faculty, one full-time lecturer, and numerous adjunct faculty members. The successful candidate will provide ethical, responsible and professional leadership in managing the day-to-day operational needs of the department, including supervision of support staff, scheduling of courses, monitoring assessment plans, evaluating and mentoring faculty, fiscal management, program evaluation and allocating facilities, supplies and equipment for teaching, research and service activities.

Qualified candidates must demonstrate a commitment to excellence in leadership, teaching and mentoring a diverse student population as well as working effectively with faculty, staff and students across a wide range of disciplines.

REQUIRED QUALIFICATIONS

- Doctoral degree in a discipline associated with successful tenure line experience in Special Education, Rehabilitation Counseling, Counseling, School Psychology, or a related field.
- Already attained Full Professor or Associate Professor, and demonstrates criteria for CSUSB tenure eligibility at the rank of Full Professor at the time of appointment.
- Minimum of five (5) years of successful experience in a tenure-line position *having achieved tenure* within a discipline related to Special Education, Rehabilitation Counseling, Counseling, School Psychology or related field.
- Understands and supports the principles of shared governance.
- Candidates with a record of successful academic leadership development and service.

PREFERRED QUALIFICATIONS

- Demonstrate excellence in teaching and service at the college level
- Experience in schools and/or the community.
- Experience in service learning and student fieldwork supervision.

- Experience in supporting external accreditation of education and counseling programs.
- Established and robust evidence of scholarly activity, publication, and innovation is valued.
- Demonstrated commitment to equity, social justice, diversity, and culturally sustaining approaches in the professional disciplines of the department.
- Experience working in a collaborative environment.

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 Special Education, Rehabilitation and Counseling (SRC) is one of three departments in the College of Education and serves over 400 graduate students seeking master's degrees and post-baccalaureate credentials in special education, rehabilitation counseling, school psychology and counseling.

To find out more about the Department of Special Education, Rehabilitation and Counseling, please visit <https://www.csusb.edu/coe/departments-offices/special-education-rehabilitation-counseling>.

For more information regarding the position, please contact the Recruitment Chair, Dr. Lorraine Hedtke at lhedtke@csusb.edu

HOW TO APPLY

Please submit

1. Curriculum Vitae
2. Cover Letter that includes:
 - a. A statement of your teaching interest/philosophy
 - b. A statement of your research experience/plans
3. If available, evidence of teaching effectiveness such as teaching portfolios, reports on teaching observations, and/or student evaluations of teaching.
4. Unofficial copies of all postsecondary degree transcripts (official transcripts will be required prior to appointment).
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 can be uploaded by the applicant during the application process.

6. Diversity Statement, which may include 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 for this role at California State University, San Bernardino (maximum 1,000 words).

Formal review of applications will begin **October 30, 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/504953/special-education-rehabilitation-counseling-department-chair>

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: 16 Sep 2021 Pacific Daylight Time

Applications close:

--	--	--

--