

RESOLUTION ON SUPPORT FOR A SEARCH FOR AN INTERIM
ADMINISTRATIVE POSITION IN THE OFFICE OF ACADEMIC AFFAIRS

- WHEREAS, A reduction in the funds necessary to operate Humboldt State University is anticipated for the 93-94 academic year; and
- WHEREAS, One of the actions taken to cope with the anticipated funding shortfall has been a virtual moratorium on all tenure track faculty hiring; and
- WHEREAS, There is a great need for new tenure track faculty in many departments as a result of faculty retirements, enrollment growth, and other factors; and
- WHEREAS, There may even be the possibility of layoff of faculty and staff due to inadequate funding during the 93-94 academic year; and
- WHEREAS, An additional person is needed in the Office of Academic Affairs because of the retirement of the former Dean of Undergraduate Studies; and
- WHEREAS, Hiring a new permanent Dean of Undergraduate Studies under the currently expected budgetary circumstances is likely to create morale problems among the faculty and staff; and
- WHEREAS, The appointment of a qualified faculty member to the staff of the Office of Academic Affairs to perform such duties as the Academic Vice President deems appropriate will ease the workload burden in the Office of Academic Affairs, reduce the likelihood of layoff among the faculty, and have a welcome effect on the morale of faculty and staff; and
- WHEREAS, The retirement of the former dean provides an opportunity to review the necessary duties of the position and perhaps revise them, thus altering the qualifications of the person filling the position; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommends to the Vice President for Academic Affairs that a search for an additional person to serve in the Office of Academic Affairs be conducted among the faculty of Humboldt State University; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends to the Vice President for Academic Affairs that the position be an interim one and that no search for permanent administrative positions take place until searches may also be conducted for significant numbers of tenure track faculty, and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends to the Vice President for Academic Affairs that prior to the initiation of a search, there be a review of the operations of the Office of Academic Affairs with a view to developing a job description to best fit current needs.

DEAN FOR UNDERGRADUATE STUDIES

Draft

POSITION

The Dean for Undergraduate Studies has primary responsibility in two areas: undergraduate curriculum and faculty resources. The Dean provides leadership in maintaining a university-wide perspective in development and evaluation of undergraduate programs, especially general education. The Dean is responsible for emphasizing the attainment of broad university goals for the baccalaureate degree program and for teacher preparation programs. The Dean represents these broad goals on the University Curriculum committee, and participates on other instruction-wide policy recommending committees. Together with the Dean for Research and Graduate Studies, the Dean for Undergraduate Studies coordinates program review and assessment activities, provides assistance and guidance in development of new programs, and provides liaison with the California State University system in securing approval for new programs. The Dean for Undergraduate Studies works together with the Dean for Research and Graduate Studies in the broad area of Faculty Development, and assumes primary responsibility for supporting scholarly investigations of teaching and learning and their implementation in the undergraduate curriculum. The Dean for Undergraduate Studies participates in developing policy for allocation of faculty resources and reviews requests for probationary positions in the light of departmental staffing plans and the need for campus flexibility to meet changing budgetary and enrollment conditions. The Dean of Undergraduate Studies administers the collective bargaining agreement for all faculty and investigates and mediates informal complaints and processes all faculty grievances. The Dean serves on the staff of the Vice President for Academic Affairs and may be required to assume other duties as assigned.

QUALIFICATIONS

REQUIRED: 1) The Dean must have those qualifications necessary for appointment as tenured faculty member at the University, including a record of teaching excellence and scholarly work. An earned doctorate from an accredited university is required. 2) The Dean must have demonstrated successful academic leadership in program evaluation and development so as to employ disciplinary specialization to foster achievement of broad academic goals. 3) The Dean must have demonstrated success in academic administration. 4) The Dean must have demonstrated commitment to the scholarly investigation of teaching and learning and the implementation of research results in this area. 5) The Dean must have knowledge of faculty collective bargaining agreement provisions and processes. 6) Demonstrated commitment to multiculturalism, educational equity, and affirmative action is a required qualification.