

## **CALIFORNIA STATE UNIVERSITY, SACRAMENTO**

### **ANNOUNCEMENT OF VACANCY**

#### **DIRECTOR CENTER FOR TEACHING & LEARNING**

The Center for Teaching and Learning (CTL) at California State University, Sacramento (Sacramento State) is seeking a Director who will provide vision and leadership for a comprehensive program of faculty development at a richly diverse university. The Center is coordinated by faculty and offers activities and programs that contribute to the improvement of teaching and learning at Sacramento State. These programs help faculty expand their repertoire of teaching approaches and strategies, advance the scholarship of teaching, and promote a climate of collegiality and renewal that inspires, nurtures and rewards faculty who engage in self-directed efforts to improve instruction and thereby student learning. The Director is expected to plan and facilitate the Center's program in collaboration with the CTL Advisory Committee, which is composed of faculty members. The Director holds a faculty position and reports to the Associate Vice President for Academic Programs. The Director is expected to advise the Faculty Senate Executive Committee on CTL programs and developments.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Consulting with individual faculty in a confidential setting about strategies to improve teaching and learning and enhance their classroom effectiveness.
- Planning, coordinating and assessing a broad program of activities that will help inspire faculty to expand their scholarship of teaching, enhance educational effectiveness and improve student learning.
- Consulting with faculty, chairs, deans, the Faculty Senate and university administrators to identify faculty professional development interests and needs that specifically support effectiveness in teaching and student learning.
- Managing the Center's resources and creating an annual budget and an assessment plan for the CTL program in collaboration with the CTL Advisory Committee.
- Coordinating special initiatives and programs across campus aimed at enhancing teaching and student learning.
- Maintaining a clearinghouse of information about faculty development opportunities particularly those related to teaching and assessment strategies, and innovative approaches to achieve retention, tenure and promotion through the scholarship and practice of teaching.
- Representing the university at regional, state, or national organizations concerned with faculty development and teaching effectiveness.
- Assigning tasks and overseeing the work of the CTL support staff.

#### **MINIMAL QUALIFICATIONS:**

Candidates must currently be a full-time faculty with tenure at California State University, Sacramento and possess the following qualifications:

- Earned doctorate (or other terminal degree)
- Demonstrated excellence in university teaching and scholarship/professional accomplishments
- Demonstrable interest and familiarity with student learning outcome assessment.
- Demonstrated leadership qualities in collaborative efforts to support faculty growth in teaching and scholarship and demonstrated ability to work with diverse faculty and students.
- Demonstrable familiarity with the instructional needs of faculty, and experience with innovations in instruction, including use of information technology and pedagogical strategies.
- Demonstrable interest in and familiarity with theory and practice of pedagogy in a culturally diverse, large public university whose students possess varied learning styles.
- Demonstrable skills in the planning, organization and monitoring of various projects, including the formulation of a budget.
- Excellent written, oral and interpersonal communication skills.

**DESIRABLE QUALIFICATION:**

Familiarity with the process of preparing grant proposals, including the identification of external funding sources.

**ANTICIPATED STARTING DATE:** Summer 2008

**APPOINTMENT:**

12-month faculty appointment with teaching assignment of one course per semester.

**APPLICATION PROCEDURES:**

Applicants are asked to submit the following:

1. A letter of interest that highlights the candidate's qualifications for the position and summarizes the candidate's philosophy and approach to implementing a successful faculty development program.
2. A current curriculum vitae or resume.
3. The names, titles, email address, and telephone numbers of three references.

**PLEASE SEND APPLICATIONS TO:**

CTL Director Search  
Office of Academic Affairs  
California State University, Sacramento  
Sacramento, CA 95819-6016

**Review of applications will commence on February 18, 2008, and the position will remain open until filled.**

# CALIFORNIA STATE UNIVERSITY, SACRAMENTO

## ANNOUNCEMENT OF VACANCY

### COMMUNITY ENGAGEMENT SCHOLAR COMMUNITY ENGAGEMENT CENTER

Community Engagement Center, a division of Academic Affairs, facilitates learning and engagement by linking campus and community for mutual benefit. The department aims to provide every Sacramento State student an opportunity to participate in a form of engagement (i.e. service learning, civic engagement, community service, etc.) before graduation. This vision supports the University Strategic Plan, Destination 2010, and the current WASC review.

The Community Engagement Scholar works closely with the Community Engagement Center Administrative Director and staff. The Scholar serves two primary roles: as a liaison between the Community Engagement Center and campus community to advocate and advance the institutionalization of community engagement; and to mentor faculty in the development and scholarship of engagement.

The ideal candidate has demonstrated success in developing and implementing service learning and community engagement, a proven record of community-based participatory research and scholarship, experience working collaboratively, and has a comprehensive and detailed knowledge of University infrastructure policies and procedures.

The position will begin in **Fall 2008**.

#### **Essential Functions of the position:**

The duties of the Community Engagement Scholar fall into three general areas: university liaison, community engagement mentor, and program support.

The specific responsibilities of the Community Engagement Scholar are:

#### *1. University Liaison:*

- Advocate and advance the institutionalization of community engagement.
- Advocate and advance service learning and other forms of community engagement to university committees including Faculty Senate and Course Curriculum Committee.
- Participate in the Community Service Award Committee.

#### *2. Faculty Community Engagement Mentor*

- Mentor faculty in engagement and community-based participatory research, assessment, university/community service, scholarship, and teaching.
- Develop and, as necessary, facilitate workshops/brown bags and other forms of professional development to advance faculty knowledge, involvement and expertise in community engagement.

### *3. Community Engagement Center Program Support*

- Work directly with the Administrative Director and staff on initiatives.
- On behalf of Administrative Director, draft letters of recognition for program faculty work in community engagement to support retention, tenure and promotion.
- Research, organize and compile resources on how to integrate community engagement work into retention, tenure and promotion; provide information to program faculty on college and/or department-specific retention, tenure, and promotion policies. Develop and provide resources to office manager for online posting.
- Research, organize, compile resources on potential conference, funding, and publishing opportunities for faculty and students; provide to office manager for online posting.
- Serve on Community Engagement Center Advisory Committee; assist Administrative Director in promoting and further developing advisory committee as needed.
- Other duties as assigned.

### **Terms and Conditions of the Position**

The Community Engagement Scholar must currently be a full-time faculty member at California State University, Sacramento. The appointment is a 9 unit per semester, annually renewable assigned-time position in the Community Engagement Center with work requirements during the academic year. The Scholar will serve out of the Community Engagement Center office and hold regular office hours in the Center in order to build relationships with staff and constituents, enable clear communication, and support a healthy working environment. The Community Engagement Scholar reports directly to the Associate Vice President and Dean for Academic Programs.

### **Qualifications**

- Minimum of four years of service as a faculty member, preferably tenured.
- Comprehensive knowledge of University infrastructure, policies and procedures.
- Demonstrated experience in implementing or teaching service-learning and/or other forms of community engagement.
- Demonstrated effective communication skills (oral, written, and interpersonal).
- Demonstrated knowledge of community engagement and service-learning research, assessment, and evaluation.
- Demonstrated research in service-learning or discipline-specific studies.
- Evidence of strong organizational, planning, and leadership abilities in a multi-tasking environment.
- Ability to work independently and in a team environment.
- Willingness to travel to and attend community engagement conferences, and present as applicable (dependent upon funding.)

### **Preferred Experience**

- Demonstrated experience in a campus leadership role in service learning and community engagement.
- Knowledge of current and emerging community engagement and service-learning issues.
- Experience in partnership development and collaboration.

**APPLICATION PROCEDURES:**

Applicants are asked to submit the following:

4. A letter of interest that highlights the candidate's qualifications for the position and summarizes the candidate's philosophy and approach to community engagement.
5. A current curriculum vitae or resume.
6. The names, titles, email address, and telephone numbers of three references.

**PLEASE SEND APPLICATIONS TO:**

Community Engagement Scholar Search  
Office of Academic Affairs  
California State University, Sacramento  
Sacramento, CA 95819-6016

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