Department of Design and Industry Chair Search Committee  
College of Liberal and Creative Arts  
1600 Holloway Avenue,  
San Francisco, CA 94132

Position title  
Professor and Chair, Department of Design and Industry

Start date  
August 2016

Salary  
Commensurate with qualifications and experience. The CSU provides generous health, retirement and other benefits.

Position Summary  
The position is in the Department of Design and Industry at San Francisco State University. SF State is a member of the California State University system and serves a diverse student body of 30,000 undergraduate and graduate students. The University seeks to promote appreciation of scholarship, freedom, and human diversity through excellence in instruction and intellectual accomplishment. The Department of Design and Industry serves students in the areas of Product Design and Visual Communication Design at both the undergraduate and graduate levels. Our curricula emphasize the design process as a means of problem solving, and our classes help students to build the technical, conceptual, critical, and collaborative skills required in design professions. Our highly qualified faculty come from a variety of design and technology backgrounds, and play a central role in student advising and the formation of relevant design curricula. Faculty members participate in conferences, consult, attend workshops, publish and exhibit internationally, and are attuned to current trends in design and design education.

The department chair is responsible for the administrative and educational functions of DAI’s degree programs. The chair will assume leadership with faculty in the development and direction of academic programs, curriculum development and revision, and class scheduling. The Department Chair will also supervise student advising, promote school activities, seek external funding, and encourage collegial and full participation of constituents in shared governance.
Essential Job Tasks
The department chair is responsible for leading, administering, and representing the department. The chair’s duties and responsibilities include but are not limited to the following four categories:

A. Academic Programs
1. To assume the leadership in the development and direction of quality academic programs. Administer DAI’s two Bachelor of Science (Product Design and Visual Communication Design) and MA degree programs, including budget, scheduling of classes, making teaching assignments, and supervising staff.
2. To work with the department faculty in academic program planning and review, and curriculum development and revision.
3. To prepare the class schedule in consultation with the department faculty or appropriate department committee.

B. Students
1. To supervise advising, provide information, sign documents and petitions, and facilitate resolution of administrative issues that students may encounter.
2. To promote department activities (programs, competitions, exhibits, awards, professional organizations, clubs) and recruit potential majors/minors.
3. To be available to receive students’ comments and suggestions about courses, instructors, and programs.
4. To attempt resolution of complaints, differences, or grievances between students and faculty.

C. Faculty
1. To encourage collegial and full participation of all members of the department in recognition that governance of departments is a joint and cooperative endeavor.
2. To participate in the faculty personnel processes for hiring, retention, tenure, and promotion of the tenured members of the department, and other faculty matters within existing trustee policy, the Collective Bargaining Agreement, and University and College policies.
3. To make an independent recommendation regarding hiring, retention, tenure and promotion after reviewing recommendations from the department’s elected HRT/P committee.
4. To perform the evaluation and recommend the appointment or reappointment of temporary faculty either after receiving department peer review committee recommendation or upon delegation by the voting members of the department in accordance with Academic Senate policy and the Collective Bargaining Agreement.
5. To provide leadership at the department level in the implementation of the University's affirmative action policy.
6. To promote and support the professional development of the faculty.
7. To establish, after consultation with the faculty, appropriate departmental committees.
8. To distribute faculty teaching and service activities.

D. Administrative Responsibilities
1. To convey pertinent information to, from and within the department. To present issues which have potential impact on the department. To invite and respond to comments and suggestions of faculty and staff.
2. To represent the department within the college, University, community, and profession.
3. To work with the college dean on management of resources, including the establishment of enrollment targets, allocation of faculty positions, and all budget matters; to organize and supervise department expenditures and resources; to monitor departmental compliance with university regulations and deadlines.
4. To hire and supervise department staff.
5. Lead ongoing investment in initiatives already underway, including the Design Gallery and Bilateral International Exchange programs.

A department may establish additional charges to the chair’s duties and responsibilities specific to departmental needs.

**Minimum Education, Experience, Knowledge, Skills, and Personal Abilities:**
- Terminal degree, i.e. MFA, Ph.D., or equivalent, in a design discipline required
- Expertise in leadership and administrative experience: At least two years of academic administrative experiences preferred; other forms of administrative and leadership experience will be considered.
- Strong background in design studio education with at least five years of university level teaching experience
- Demonstrated success at teaching and student advising at the university level
- Demonstrated ability to seek external funding.
- Ability to engage productively in institutional long range planning, including resource management, faculty development, and curricular development.
- Excellent writing and communication skills.
- Knowledge of current technology and its relationship to creative design practice and production.
- Demonstrated ability to work effectively and collegially with faculty, staff, students and administration.
- Administrative experience working with staff, overseeing facilities, and operational and equipment budgets.