**FULLERTON COLLEGE: “Excellence. Elevated.”**

Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students.

Fullerton College – Excellence. Elevated. Fullerton College can be found on the web at [www.fullcoll.edu](http://www.fullcoll.edu).

For further information about the position contact:
Scott McKenzie
Dean, Technology & Engineering
smckenzie@fullcoll.edu

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**NOCCCD: “Greatness. Achieved.”**

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses.

The NOCCCD campuses serve an area of over one million diverse people – people pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by the people residing in the District. The Chancellor is Dr. Ned Doftoney. The total District budget for 2009-10 was $200 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

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The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free from harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at [www.nocccd.edu](http://www.nocccd.edu).
THE POSITION

DEAN – NATURAL SCIENCES
Job #FCM994

STARTING DATE
July 1, 2012

BASIC FUNCTION
Under the direction of the Chief Instructional Officer, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of a major multi-disciplinary instructional division within the college.

DUTIES AND RESPONSIBILITIES
Provide leadership in the administration of the Natural Sciences division, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.

Formulate and develop long and short-range goals and strategic plans for the Natural Sciences division, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other college and District plans.

Develop and implement plans and policies to facilitate, improve and promote the curriculum, programs and services of the instructional area; maintain instructional standards of quality.

Supervise the planning, development and recommendation of new courses; review standing courses and recommend the deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional programs, including online courses.

Develop and prepare class schedules, room and staff assignments and class sections to be offered in day, extended day, weekends and intersessions.

Conduct outreach activities and serve as a liaison with local high schools and community agencies to promote program enrollment and effectiveness.

Develop and prepare the annual preliminary instructional area budget; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.

Determine appropriate equipment and supplies for the instructional area in accordance with established policies; submit textbook lists and requests for supplemental materials, audio-visual resources and other instructional resources; monitor and control inventories.

Maintain communication with District and college administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate division activities.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in the selection and hiring process.

Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide orientation for new employees.

Organize, attend or chair a variety of administrative and staff meetings as required; serve on committees as assigned; provide administrative oversight of special projects or programs as assigned.

Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.

Perform related duties as assigned.

OTHER FUNCTIONS
The Dean, Natural Sciences may participate in the development and administration of external funding sources from grants, corporate sponsorships and donations.

MINIMUM QUALIFICATIONS
Master’s degree from a regionally accredited institution AND one year of formal training, internship, or leadership experience reasonably related to the position.

DESIRED QUALIFICATIONS
Earned Ph.D. in an appropriate academic discipline.

Familiarity with and sensitivity to the issues of concern to the various departments within the physical and natural sciences.

Familiarity with administration, funding and development of vocational programs within the natural sciences.

Teaching experience in an appropriate discipline at an accredited post-secondary institution.

Demonstrated commitment to pedagogical experimentation and innovation.

Experience in the management, coordination, and leadership of an academic program/service, including budgets, personnel and facilities.

Involvement in campus-wide issues and activities.

Excellent written communication skills.

BENEFITS
The initial salary placement range is $112,105 - $141,850 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the District Office of Human Resources in accordance with Board Policy and is not negotiable.

APPLICATION PROCEDURE
Reference Job #FCM994 in all correspondence. Download the District Academic Management Application on our website at http://www.nocccd.edu/hr or email requests to hr@nocccd.edu or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:
1. Completed District Academic Management Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. Separate list of five (5) references, including professional relationship, current addresses, and telephone numbers of both colleagues and current supervisors. (1 page maximum) (THIS IS IN ADDITION TO THE REFERENCES SECTION OF THE APPLICATION; REFERENCES MAY BE THE SAME).

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be