Cal State East Bay

Center for Student Research (CSR) Faculty Fellow

Proposal Deadline
March 2, 2022

Scope of Responsibility:
Contribute to development, implementation, and oversight of CSR-supported outside-of-the-classroom faculty-mentored student research, scholarly, and creative activity (RSCA) experiences and related student professional development opportunities.

The incumbent will assist the Director of the CSR in designing, implementing, evaluating, and adapting CSR programming, structures, and policies to ensure evidence-based, inclusive, and learner-focused professional development opportunities for CSUEB students. In addition, the CSR Faculty Fellow will assist with student recruitment, faculty mentor recruitment and training, and may contribute to grant proposal development. This position is ideal for a faculty member interested in diversity, equity, and inclusion in higher education, student mentoring and success, and future administrative careers directly or indirectly related to student affairs or support.

Compensation:
The CSR Faculty Fellow will receive 3 WTUs of reassigned time per semester for a total of 6 WTUs per academic year (3 WTUs for fall 2022 and 3 WTUs for spring 2023). The expected workload is equivalent to that of a 3-unit course (8-10 hours per week). The appointment is for one academic year, with the possibility of reappointment provided evidence of meaningful contributions to and impact on the experiences of CSR RSCA students.

Day-to-day Responsibilities:
- Contribute to the design and oversee day-to-day implementation of CSR student programming.
- Contribute to the development and ongoing implementation of a CSR faculty mentor recruitment plan, specifically targeting representative recruitment from all four Colleges.
- Contribute to the development and implementation of faculty mentor training.
- Contribute to grant proposal development.
- Lead the development, administration, and evaluation of faculty mentor mentoring evaluations.
- Compile an annual CSR faculty mentor mentoring report.
- Recruit faculty and other invited speakers to deliver CSR professional development workshops.
• Deliver (expertise-permitting) select CSR professional development workshops.
• Conduct weekly drop-in hours for CSR faculty mentors and students.
• Participate in student presentation preparation and practice sessions for the CSU (statewide) Student Research Competition.
• Meet weekly with the Director of the CSR and the lead Administrative Support Coordinator.
• Meet with the AVP of ORSP and other personnel as needed.

The CSR Faculty Fellow will be an integral member of the CSR administrative team and will have a significant influence on CSR student experiences and development. Therefore, it is essential that the CSR Faculty Fellow can function effectively in both leadership and followership roles, has excellent communication skills, is technology-proficient (Google suite, Slack, Zoom, basic knowledge of social media platforms), and most importantly, is actively engaged with our diverse student population so they can contribute to inclusive and culturally-responsive decision-making regarding CSR programming, structures, and policies.

Eligibility Requirements:
• Tenure-track or tenured faculty (any rank)
• Active scholarly agenda, as documented through CV
• Evidence of strong undergraduate and/or graduate student mentoring and a strong commitment to student RSCA development and enhancement
• Committed to broadening participation in RSCA
• Willing and able to fully commit a minimum of 8-10 hours per week (3 WTUs) serving in the CSR Faculty Fellow role

How to Apply:
To be considered for the CSR Faculty Fellow position for AY 2022-23, please submit a single .pdf file application package consisting of your:
• Letter of interest (750 word maximum)
• Diversity, equity, and inclusion (DEI) statement, specifically in relation to faculty-mentored student RSCA experiences (750 word maximum)
• CV

Please email your application package to the CSR (csr@csueastbay.edu). Applications will be accepted until 11:59 pm on March 2, 2022.

Start Date
August 2022, aligned with the start of the CSU East Bay 2022-2023 Academic Calendar.