

# Fielding Graduate University

Santa Barbara, CA

## Virtual Position



### Position Profile

### Program Director

### Human & Organizational Development Programs

### May 2019

*This search is managed in partnership with Summit Search Solutions, Inc.*

# The Institution

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**Fielding Graduate University** is an accredited nonprofit leader in distributed graduate education, combining face-to-face and online learning. Its global, distributed community of professionals is dedicated to lifelong learning, social justice and innovation, and advancement for individuals, organizations, communities, and society. Fielding offers quality programs and courses for professionals living and working anywhere in the world. Fielding faculty members represent a breadth of scholarship and practice within the fields of psychology, infant and early childhood development, human and organizational development, education and leadership.

- 45-year-old institution with approximately 1,000 students, 190 faculty, and 80 staff.
- Regionally accredited by the WASC Senior College and University Commission (WSCUC).
- Student to faculty ratio 5:1.
- Ranked a Best Value School by *University Research & Review* for four years (2014 – 2017).
- Carnegie Foundation designee for community engagement.

Fielding's founders envisioned a nationally recognized graduate school based on two notions:

- 1) Changing demographics were altering the world of higher education. The founders speculated that students seeking advanced degrees would be mid-career adults who wanted to enhance already well-established academic and professional skills; who would be committed to affecting a mid-life career change; and who would be interested in being part of a lifelong-learning community.
- 2) Adults learn differently than adolescents and young adults. The traditional pedagogical method of education—active teacher, passive learner—would not be appropriate for this new experiment. To accommodate and capitalize on the learning styles of its students, Fielding developed a rigorous, supportive learning model that today remains flexible, adult-centered, self-directed, practice-oriented, global, and competence-based.

For more than 40 years, Fielding has applied these ideas to educating passionate, motivated students and transforming them into gratified, successful graduates who go on to make positive changes in their organizations and communities.

**Read more:** <http://www.fielding.edu>

**Location:** Virtual

This position can be home-office based, with required travel as to key locations and events. Fielding has its headquarters in Santa Barbara, CA and an office in Washington, DC.



## The Position

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The Program Director, Human and Organizational Development programs, will lead, grow, and manage Fielding's national and distinctive doctoral, masters, and certificate programs.

The **PhD in Organizational Development and Change (ODC)** is a multidisciplinary degree for scholar-practitioners who want to expand their capacities to bring about positive change in today's organizations and communities.

The **PhD in Human Development (HD)** is focused on individual and transformational growth in personal, organizational, and cultural settings. The degree empowers scholar-practitioners with foundational and current research across the lifespan from multidisciplinary perspectives. Students study humans as individuals and as members of systems, learning to optimize interpersonal relationships and empower themselves and others to become change agents for social and ecological justice.

The **MA and Certificate in Organizational Development and Leadership (ODL)** provides the skills and theoretical knowledge to prepare competent and confident leaders. Students study theories that describe how complex organizational systems work and discover how to use systems thinking, intervention methodologies, and design thinking to effectively address complex challenges. This program involves exploring processes that improve your collaboration, creativity, and compassion to help you become a more effective agent of change.

The Program Director will be a creative, innovative, and practical visionary who can provide the collaborative and innovative leadership needed to move the Human and Organizational Development programs forward in all areas. The Director is expected to support the mission, vision, and values and to help create a positive and diverse community culture. As a member of the academic leadership team, the Director participates in proposing, developing, refining, and adopting academic policies for the institution by solving problems, sharing best practices, identifying variations in practices and processes across programs, and implementing standardized policies and practices as appropriate.

This Program Director is an academic leader with administrative and teaching responsibilities and will initially report to the Provost.

### Principal Responsibilities:

The Program Director provides overall leadership which includes the following responsibilities:

- Manage programs including enrollment planning, budgeting, and open communication with academic leadership, faculty, students, alumni, and staff.
- Collaborate with key internal departments to drive marketing, enrollment, and retention of students.
- Hire, supervise, and evaluate faculty.
- Oversee updates to curricula, program design, and program governance.
- Manage overall program assessment and improvements.
- Ensure student satisfaction, engagement, and success.
- Maintain required documents in compliance with accrediting and regulatory agencies.
- Engage with alumni.
- Form new partnerships with other academic institutions, organizations, and community associations with a focus on issues of sustainability, human rights, and social/ecological/economic justice issues nationally and globally.



## Program Management:

- Assumes accountability, at the program level, for achieving strategic goals related to the academic enterprise, in collaboration with faculty.
- Develops and oversees the delivery of high-quality, innovative academic programs that help to differentiate Fielding in a competitive higher education market.
- Plans program curriculum in consultation with faculty, and assesses student learning outcomes for continuous program improvement.
- Oversees a regular program review process, in collaboration with faculty, to ensure continuing academic quality, and implements strategies to address issues or recommendations emerging from such reviews and from the accreditation process.
- Partners with the Provost and CFO to develop annual program budget and manage program costs; assumes accountability for achieving net income targets, growing revenue, suggesting new business opportunities, and ensuring cost-effectiveness of program delivery.

## Student Recruitment and Admissions:

- Engages faculty in program marketing, student recruitment, screening, and admission efforts. This includes faculty participating in reviewing applications, interviewing potential students, and participating in informational sessions and recruitment events.
- Represents the program and university at regional and national conferences to create awareness of and share materials about the programs in Human and Organizational Development.
- Identifies potential institutions and organizations and develops relationships with said institutions that can serve as pipelines for new student enrollment.
- Collaborates with Recruitment, Marketing, and Enrollment Operations departments to develop program collateral, generate leads, convert leads, and cultivate new students.
- Attends to Fielding's mission to recruit and enroll from diverse and underrepresented populations.

## Faculty Selection, Development, Engagement, and Evaluation:

- Recruits and retains a high-quality, diverse faculty with appropriate credentials, ensuring that: faculty content expertise aligns with academic offerings; faculty expertise and instructional skills positively contribute to Fielding's distinctive position in the market; faculty have the capacity to help Fielding achieve its vision, goals, and strategies.
- Manages faculty workload norms, in order to support faculty in optimizing their productivity and responsiveness, achieving workload balance and coverage of curriculum, providing opportunities for faculty time off and professional development, and ensuring adherence to institutional and program policies.
- Oversees annual faculty reviews, and 3-year and 6-year faculty evaluations, ensuring that they are timely, equitably administered, and result in opportunities to enhance faculty development and engagement.

## Scholarship and Teaching:

- Attends in-person sessions for the assigned programs, as needed.
- As needed, may teach up to one course per term (three terms/year).
- Serves a limited number of students as assessor, mentor, and/or doctoral committee member as appropriate.
- Continues their own scholarship, including publications, conference presentations, and the development of extramural grant proposals, as well as participation in professional associations.

# Qualifications

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## Required:

- Earned doctorate in a related field from an accredited institution.
- A minimum of five years of administrative and teaching experience combined in graduate education.
- Experience with online and blended teaching and learning methodologies.
- Actively involved with the profession through research, professional associations, and service.
- Relational-based orientation.
- Collaborative leadership style.
- Experience teaching graduate students of diverse backgrounds.

## Preferred:

- Evidence of successful supervisory and management experiences in previous roles.
- Teaching experience in a doctoral program.
- Student recruitment experience.

## Knowledge, Skills, Abilities, and Characteristics:

- Work well in a distributed environment.
- Comfortable and effective in a collaborative environment.
- Familiar with and committed to interdisciplinary scholarship.
- Ability to develop innovative partnerships with outside organizations.
- Demonstrated ability for scholarly research, writing, and professional presentations with a scholar-practitioner orientation.
- Responsive leader on issues of diversity, equity, and inclusion.
- Proactive communicator with superb verbal, written, and online communication skills.
- Skilled at effective management of budgets and program development.
- Ability to effectively guide change processes, navigating the tension between structure (standardization, policies, guidelines, consistency) and freedom (autonomy, variation, choice).
- Ability to work collaboratively with other academic leaders and staff.
- Demonstrated understanding of student-centered adult learning.



## To Apply

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Confidential review of application materials begins immediately; parties who apply before **June 10, 2019** will be given first consideration. Please submit a resume and letter of interest upon application. Between your resume and your letter, please address those qualifications noted above as “required” so that the details of your related experience are clear. All applications and nominations will be held in confidence.

To apply, go to: <https://theapplicantmanager.com/jobs?pos=su154>

### For more information or to offer recommendations or nominations:

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Equal employment opportunity is a fundamental principle at Fielding. Fielding is committed to a work environment in which relationships are characterized by dignity, courtesy, and respect. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, gender (including gender identity and gender expression), sexual orientation, marital status, age, national origin, citizenship status, military or veteran status, disability, or any other protected class as established by law.



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