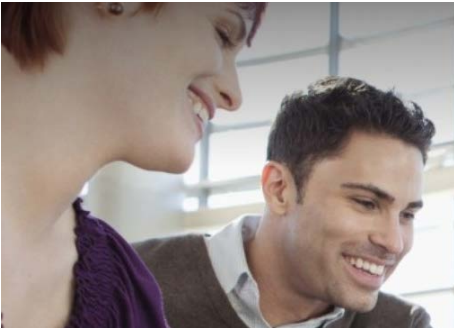


Fielding Graduate University

Santa Barbara, CA



Position Profile  
Founding Program Director  
M.A. in Marriage and Family Therapy  
November 2017



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## The Institution

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**Fielding Graduate University** is an accredited nonprofit leader in 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 degrees 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 and leadership.

- 45-year-old institution with 1000 students, 187 faculty, and a faculty-student ratio of 6:1.
- Offers graduate programs in psychology, leadership, and education.
- Ranked a Best Value School by University Research & Review in 2015.
- Carnegie Foundation designee for community engagement--the only graduate school in the country to be so honored.

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 effecting 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 to 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:

This position can be home-office based with travel as needed to key locations and events. Fielding has a campus in Santa Barbara and a presence in both Los Angeles and Washington, DC.



## The Position

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As the Founding Program Director for the Marriage and Family Therapy program, Fielding Graduate University seeks an individual with an entrepreneurial spirit and the desire to launch, lead, and manage a national Master of Arts in Marriage and Family Therapy program. The program offers four concentrations in 1) African American Families 2) Latinx Families 3) Medical Service Family Therapy and 4) Lesbian, Gay, Bisexual and Transgender Families program.

The Program Director is expected to support the mission, vision, and values in Fielding's strategic plan and to help create a positive and diverse community culture. As a member of the Academic Leadership Team, the Program Director participates in proposing, developing, refining, and adopting academic policies for the institution. Program Directors coordinate with and support each other in carrying out their responsibilities by solving problems, sharing best practices, identifying variations in practices and processes across programs, and implementing standardized policies and practices when appropriate.

The Program Director will travel frequently to "geo-focused" regional teaching centers in Los Angeles and Washington, D.C. She or he will also be expected to travel from time to time to Santa Barbara and to national Fielding events held elsewhere. The Program Director is an academic leader with administrative and teaching responsibilities. She or he will initially report to the Provost with the expectation that the reporting line will eventually change to the Dean of Academic Affairs.

### Principal Responsibilities:

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

- Outreach and enrollment of students
- Faculty hiring, supervision, and evaluation
- Oversight for curriculum development and evaluation
- Initiation and oversight of the COAMFTE accreditation process
- Manage overall program assessment and improvements
- Ensure student satisfaction and success
- Identify practicum and internship sites
- Manage program including enrollment planning, budgeting, and open communication with faculty, students, and other Fielding personnel
- Maintain required documents in compliance with regulatory agencies

#### **1. Student Recruitment and Admissions**

- Engages faculty in student recruitment, screening, and admission efforts. This includes faculty participating in reviewing applications, interviewing potential students, participating in informational sessions, and holding special admissions events.
- Represents the program and university at regional and national conferences to create awareness of and share materials about the program in Marriage and Family Therapy.
- Identifies potential institutions and organizations, and develops relationships with said institutions that can serve as pipelines for new student enrollment with a particular focus on students for the Concentrations in African-American Families, Latinx Families, Lesbian, Gay, Bisexual, and Transgender Families and Medical Service Family Therapy.

- Collaborates with Admissions and Marketing departments to develop program collateral, generate leads, convert leads, and cultivate new students.
- Attends to Fielding's mission to recruit and enroll from underrepresented populations.

## **2. Program Management**

- Develops and oversees the delivery of a high-quality, innovative academic program that helps differentiate Fielding in a competitive higher education marketplace.
- At the program level, assumes accountability for achieving strategic goals related to the academic enterprise, in collaboration with faculty.
- Plans program curriculum in consultation with faculty, and assesses student learning outcomes for continuous program improvement.
- Oversees a regular program review process to ensure continuing academic quality, and implements strategies to address issues or recommendations emerging from such reviews and from the accreditation process.
- Partners with 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.

## **3. 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; and 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.

## **4. Scholarship and Teaching**

- Attends all face-to-face sessions for their assigned program(s).
- Teaches one course per term (3 per year).
- Serves a limited number of students as assessor, mentor, and/or committee member as appropriate.
- Continues his/her 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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## **Experience and Education:**

- Earned doctoral/terminal degree in Marriage and Family Therapy from a regionally accredited university.
- Earned doctoral/terminal degree from a COAMFTE accredited program preferred.
- Licensed as a Marriage and Family Therapist.
- A minimum of three years of post-doctoral experience in MFT graduate education.
- Student recruitment experience preferred.
- Knowledge of COAMFTE accreditation standards a plus.

- Certification as an AAMFT Approved Supervisor or AAMFT Supervisor Candidate a plus.
- Experience teaching graduate students of diverse backgrounds.
- Evidence of successful supervisory and management experiences in previous roles preferred.
- Experience with online teaching required; experience with competency based education a plus.
- Knowledgeable researcher; actively engaged with the profession through research, engagement with professional association, or other service.

### Knowledge, Skills, Abilities, and Characteristics:

- Work well in a distributed environment.
- Comfortable in a collaborative environment.
- Demonstrated computer literacy and skills in working in distributed and on-line learning environments.
- Demonstrated ability for scholarly research, writing, and professional presentations with a scholar-professional orientation.
- Responsive leader on issues of diversity, differences, and social justice values.
- Proactive communicator with superb verbal, written, and online communication skills.
- Skilled at effective management of budgets, program development, and evaluation.
- Ability to lead faculty effectively.
- Ability to work collaboratively with other academic leaders and staff.

## To Apply

Confidential review of applications will begin immediately. While applications and nominations will be accepted until the position is filled, interested parties are encouraged to apply by **February 12, 2018**. Applications should include a cover letter outlining your interest in and suitability for this position, along with your CV/resume.

To apply online, click here: [Apply Now](#)

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=10188785&portalID=5652>

For nominations or further information:

**Tamara Rozhon, Ed.D.**

Sr. Consultant

Summit Search Solutions, Inc.

Direct: (480) 219-1730

[trozhon@summitsearchsolutions.com](mailto:trozhon@summitsearchsolutions.com)

**Caitlin Hummel**

Sr. Consultant

Summit Search Solutions, Inc.

Direct: (585) 598-3269

[chummel@summitsearchsolutions.com](mailto:chummel@summitsearchsolutions.com)

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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