

Fielding Graduate University

Santa Barbara, CA

Remote Position



Position Profile

**Program Director,  
Clinical Psychology PhD Program**

May 2021

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

# THE INSTITUTION

**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.

- 46-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:** Remote

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

The Clinical Psychology Program Director provides creative leadership and day-to-day management of Fielding Graduate University's APA accredited PhD program.

The Program Director's leadership includes responsibility for academic program planning and management; budget; selection, engagement and development of faculty; faculty workload; and student satisfaction. In collaboration with the Director of Clinical Training (DCT), the person in this position monitors the clinical training program and curriculum and contributes to matters of accreditation for which the DCT has primary responsibility. In collaboration with the Assistant Program Director, the Program Director has oversight of recruitment, admissions, new student orientation, and student success. The Director is expected to support Fielding's mission, vision, and values and to help in the creation of a positive and diverse community culture. The Director is responsible for implementing policies and actively engaging with the clinical psychology program's faculty governance in proposing, developing, and adopting academic policies in the service of continual program improvement.

The Program Director is an academic leader with administrative and teaching responsibilities and reports to the Psychology Department Chair of the School of Psychology.

## Principal Responsibilities:

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

- Manages all aspects of the program including enrollment planning, budgeting, curriculum, and faculty workload.
- Maintains open communication with faculty, students, staff, administration, and alumni.
- Develops and oversees the delivery of high-quality, up-to-date, innovative curriculum.
- Ensures student satisfaction, engagement, and success.
- Maintains open communication with academic leadership, faculty, students, alumni, and staff.
- Supervises faculty and supports the Personnel Committee in the hiring and onboarding of new faculty.
- Manages overall program assessment and improvements.
- Maintains required documents in compliance with accrediting and regulatory agencies.
- Engages with alumni.

## Program Management:

- Plans program curriculum in consultation with faculty and reviews student learning outcomes for continuous program improvement.
- Collaborates with the Director of Clinical Training who oversees clinical training and leads the APA accreditation process.
- Collaborates with and supervises the Assistant Program Director whose role is student-facing. This person has responsibility for recruitment, admissions, orienting new students, and documenting problems with student academic performance and initiating potential supports.
- Ensures continuing academic quality by implementing strategies to address issues and recommendations emerging from students, faculty, and the accreditation process.
- Oversees updates to curricula, program design, and program governance.
- Partners with the Psychology Department Chair to develop annual program budget and manage program costs; assumes accountability for achieving net income targets and ensuring cost-effectiveness of program delivery.
- Manages faculty workload norms 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.



## Recruitment and Retention of Faculty and Students:

- Participates with the Program's Admissions Committee in screening and admission processes including orienting new students.
- In collaboration with the Psychology Department Chair and Director of Clinical Training, represents the program and university at regional and national conferences to create awareness of and share materials about the program.
- Attends to Fielding's mission to recruit and enroll students and faculty from diverse and underrepresented populations.
- Works with the Program's Personnel Committee and the University Human Resources Department to recruit and retain high-quality, diverse faculty, ensuring that faculty expertise and instructional skills align with needed academic offerings, program delivery needs, and a distributed learning model.

## Scholarship and Teaching:

- As schedule allows, offers a term-based course.
- Attends residential sessions, and if time allows, teaches an in-person seminar.
- Serves a limited number of students as 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

## Required:

- Earned PhD in clinical psychology from an accredited institution and APA accredited program.
- A combined minimum of five years of administrative and teaching experience in graduate education.
- Experience with online and distributed learning.
- Actively involved with the profession through research, professional associations, and service.
- Relational-based orientation.
- Collaborative leadership style.
- Experience teaching and leading people from diverse backgrounds.

## Preferred:

- Evidence of successful supervisory and management experiences in previous roles.
- Teaching experience in a doctoral program.
- Experience with adult, graduate-level learners.
- Experience managing budgets.

## Knowledge, Skills, Abilities, and Characteristics:

- Work well in a distributed environment.
- Comfortable and effective in a collaborative environment.
- Demonstrated ability for scholarly research, writing, and professional presentations.
- Responsive leader on issues of diversity, equity, and inclusion.
- Proactive and timely communicator with superb verbal, written, and online communication skills.
- 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.

# TO APPLY

Confidential review of applications will begin immediately and continue until the position is filled; **parties who apply by June 17<sup>th</sup>, 2021 will be given first consideration.** Please submit a PDF version of your CV/resume and letter of interest upon application. All applications and nominations will be held in confidence.

To apply online go to: <https://theapplicantmanager.com/jobs?pos=su250>

**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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