



Position Summary

Working under the general direction of the Executive Director of Academic Programs and Planning (APP), the APP Faculty Fellow will work closely with the Executive Director and staff in the areas of:

- program development
- program review
- Instructionally Related Activities
- curricular review
- university academic policies
- Associate Degrees for Transfer (ADT) / Transfer Model Curricula (TMC)
- other CSU- and university-level initiatives

These campuswide projects will also bring the APP Faculty Fellow into close contact with department and college leaders responsible for these vital functions.

The APP Faculty Fellow is a part-time faculty position during the academic year (12 WTUs of assigned time per year) and also includes four WTU of summer work to be agreed upon, beginning August 17, 2026. The initial appointment will be through June 2028.

APP's mission is to promote student success through partnering with faculty and staff to develop, deliver, and continuously improve academic programs; collaborate with the Academic Senate to develop, implement, and review academic policies; and engage college and program leaders in strategic action planning. APP's responsibilities include facilitating academic planning for new and existing degree programs, coordinating the program review process for all of Cal Poly's academic degree programs, coordinating the assessment of student learning, providing administrative oversight for the university's General Education and Instructionally Related Activities programs, implementing systemwide California State University initiatives and policies, and making reports to meet all accountability requirements. APP is a key component of Academic Innovations and Programs in the division of Academic Affairs.

Required Education, Experience, and Credentials

- Earned doctoral degree or recognized terminal degree in the discipline
- Full-time, tenure-line Cal Poly faculty member with significant teaching and leadership experience

Required Skills, Knowledge, and Abilities

- Commitment to accomplishing the student-centered mission of Academic Programs and Planning
- Commitment to strengthening the culture of institutional excellence across the university
- Excellent ability to work effectively with diverse groups of faculty, staff, students, and administrators
- Excellent oral, written, and presentation skills, including the ability to develop data-rich reports that are easily understood by various stakeholders
- Strong ability to initiate, establish, and foster communication and teamwork by maintaining a



positive, cooperative, productive work atmosphere

- Excellent organizational and time management skills with the ability to set own priorities and coordinate multiple projects with potentially conflicting demands
- Ability to interpret, communicate, and apply university/system policies and procedures
- Ability to apply independent judgment, initiative, and discretion to address problems
- Ability to adapt to changes in systems, supervisory directions, policies, and procedures
- Demonstrated high level of attention to detail
- Forward-thinking, innovative, and proactive in identifying problems and implementing evidence-based improvements
- Collaborative leadership style with a strategic and creative approach to issues, and exceptional problem-solving and decision-making abilities

Inquiries or to be Considered for this Position

Please email Maureen O'Connor, Executive Assistant to the Associate Provost, AIP, at moconn04@calpoly.edu, with the following materials:

- Letter of Interest, including a statement of interest, qualifications, and relevant experience
- Curriculum Vitae

Review of applications will begin the week of May 18, 2026. Open until filled. This is an internal recruitment opportunity open to current Cal Poly employees only.