

**Department of Decision Sciences**  
**College of Business**  
**San Francisco State University**

**Position title:** Assistant Professor, Department of Decision Sciences

**Start date:** August 2017

**Salary:** Commensurate with qualifications and experience. The CSU provides generous health, retirement and other benefits.

**Position Summary:** The position is in the Department of Decision Sciences at San Francisco State University. SF State is a member of the California State University system and serves a diverse student body of 30,000 undergraduate and graduate students. The University seeks to promote appreciation of scholarship, freedom and, human diversity through excellence in instruction and intellectual accomplishment. The Department of Decision Sciences resides within the AACSB-accredited College of Business which serves over 5,000 students. Current departmental topics of instruction include operations management, statistics, forecasting, simulation, management science, quality management, project management, supply chain management, and data analysis/data mining. We emphasize applications within the business environment.

The position will support the current topics of instruction and research within the department, with the potential to develop new courses or programs, such as a data analytics emphasis. The position includes a full-time faculty workload per the Collective Bargaining Agreement between the California State University and the California Faculty Association. The workload primarily includes teaching assigned undergraduate and graduate courses as taught by the department and conducting an active ongoing scholarship program which advances knowledge in the field of one's specialty.

The teaching assignments will be in operations management or statistics with additional classes in one of the previously listed topics, subject to the candidate's interests and specialization. The scholarship may address a range of topics in the areas previously mentioned.

Additional responsibilities include, but are not limited to, productive participation on departmental, college, and university-wide committees; mentoring and advising graduate and undergraduate students; holding regular office hours; curriculum development and improvement, particularly with regard to student learning outcomes; and remaining current in both subject area and teaching methodologies.

**Essential Job Tasks:**

- Prepare course materials such as syllabi, lecture and discussion materials, readings and assignments, assessments, and learning resources;
- Prepare and deliver effective lectures to undergraduate and graduate students on topics such as operations management, statistics, data analytics and other subjects as taught by the department;

- Initiate, moderate, and facilitate classroom discussions;
- Evaluate and grade students' class work, assignments, papers, etc. in a timely manner;
- Compile, administer, and grade examinations or other learning assessments;
- Maintain student grades and other required records or reporting materials;
- Conduct research in one's field of interest and present findings in peer-reviewed journals, books, or professional conferences;
- Stay current on developments in the discipline by reading new literature, talking with colleagues, and participating in professional conferences;
- Plan, evaluate and revise curricula, course content, course materials, and methods of instruction;
- Hold regularly-scheduled office hours for the purpose of advising and assisting students;
- Actively participate on assigned committees in accordance with department or College needs, and SF State's strategic vision;
- Actively participate in collegial interactions in fulfilling service assignments and other duties at the department, college, and university level;
- Additional duties as assigned.

**Minimum Education, Experience, Knowledge, Skills, and Personal Abilities:**

- Terminal degree: Ph.D. or equivalent in decision sciences, OR/MS, statistics, or a related field.
- 1-2 years of undergraduate teaching experience with a large, diverse student body or in a multicultural setting strongly preferred;
- Knowledge of principles and methods for curriculum design, instruction of individuals and groups, and the assessment of learning;
- Planning and organizing skills sufficient to ensure implementation of the assigned curriculum, job duties, and established expectations;
- Oral and written communication skills in the English language at a level that comprehends and conveys information to and from students, colleagues, and others in an effective manner;
- Awareness and engagement with critical concerns in the discipline and capacity to continue to produce original work and publications;
- Interpersonal orientation that encourages productive interactions with students, colleagues, and other campus stakeholders and promotes collegiality in department, college and university contexts.