



## School of Public Affairs

UNIVERSITY OF COLORADO **DENVER**

University of Colorado Denver

School of Public Affairs

### **Job Title: Criminal Justice Programs Director (BACJ & MCJ)**

The University of Colorado Denver seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty and staff of diverse backgrounds.

The School of Public Affairs (SPA) has an opening for a part-time Director of the Criminal Justice Programs (BACJ & MCJ). Due to the declining enrollment of both programs in recent years, the Director positions will be combined for AY 25-26. This is a twelve-month administrative faculty director role for a current tenured faculty member in good standing within the School of Public Affairs at CU Denver. The starting date for this position will be August 11, 2024.

#### **Job Responsibilities**

The Director of the Criminal Justice Programs will be responsible for assisting SPA in the direction, management, and strategic planning of both the BACJ & MCJ Programs in the School of Public Affairs, University of Colorado Denver. This position is a twelve-month role and the job duties will be expected to be performed during the academic year as well as the summer months. Responsibilities will include reviewing curriculum, course scheduling, assessment, providing student support, mentoring, advising, overseeing and chairing capstone and thesis committees, oversee recruitment, admissions and retention of students, and program finances. The course delivery expectations for this position will primarily be in the CJ programs, but interdisciplinary opportunities based on expertise may be available.

Examples of work performed include but are not limited to:

- In conjunction with the Dean of the School of Public Affairs, actively participate in program decision-making and planning through establishing goals, strategies, procedures, and processes for the BACJ & MCJ programs.
- Develop a vision for the CJ curriculum; ensure that the vision and activities are aligned with the mission of the School and contribute to program accreditation and assessment efforts.
- In collaboration with SPA and university staff, support the admission process through communications and event attendance.
- Coordinate course offerings, scheduling, and faculty assignments in coordination with SPA leadership.
- Overall program administration, which might include, but not limited to: scholarship application and criteria development, and financial report review.
- Working with the SPA and university staff, develop and implement strategies to communicate with prospective and current students about the CJ programs.
- Respond to queries from potential applicants and participate in ongoing recruitment.
- Contribute to the development of a marketing plan, alumni outreach strategy, website updates, and associated literature and materials for the CJ programs.

- Oversee program budget, and develop strategies for revenue generation, in collaboration with the SPA Assistant Dean of Administration.
- Serve on various School and Campus committees including the SPA Executive Committee
- Serving as the chair of the CJ Committees within SPA. Reporting activities and bringing items forward to the full Faculty Council of SPA.
- Regular attendance at the SPA Faculty Council meetings.
- Monitor the quality of teaching in the program and oversee improvements as needed
- Work with the Associate Dean for Faculty Affairs and the Academic Programs Manager to support individual and group opportunities to improve instruction
- Working collaboratively with other Program Directors regarding cross-listed courses and opportunities, and scheduling courses/instructors.
- Respond to questions, complaints, grievances and suggestions from faculty, staff, and from students year-round.
- Submit the annual assessment report for the BACJ and MCJ programs.
- Review annual student satisfaction survey and student progress report.

### **Minimum Qualifications:**

- Candidates must be a tenured faculty member at the time of time of hire (August 11, 2025) in the CU Denver School of Public Affairs. *(A tenured appointment is required per Graduate School requirements for the MCJ program and oversight of committees requiring a “Regular Graduate School Appointment”)*
- Candidates must have completed a Ph.D. in Criminal Justice, Criminology, Public Affairs, Public Policy Public Administration, or closely related field.

Required: *Applicants must meet minimum qualifications at the time of hire (August 11, 2025)*

### **Preferred Qualifications:**

- Candidates should have demonstrated teaching ability in a criminal justice program.
- Candidate should have experience mentoring and working with graduate and undergraduate students.
- Demonstrated success in directing educational programs with an outstanding record of teaching and mentoring.
- A proven record of successful administrative leadership in a university setting.
- Experience in working with school & campus leaders and programs to achieve the educational and research missions of the school and campus.
- Demonstrated experience with cultivating and maintaining collaborative and collegial relationships with university administrators, faculty, staff, students, and alumni.
- Experience with the creation of partnerships both within and outside the school and university.

### **Competencies:**

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Ability to prioritize school, program, and student needs over individual preferences when making program decisions

- Demonstrated commitment to student success and student support
- Demonstrated commitment to improving instruction and mentoring other faculty with respect to instruction and course delivery
- Willingness to consider innovative approaches to program content, delivery, and student support

### **Salary and Benefits:**

The salary for this position has been established at \$1,667.67/month or \$20,000 annually (pro-rated for August 11-31, 2025) plus a 1 course offload for AY 2025/26. This position is renewable annually and the contract period for the position going forward will be September 1 - August 31 each year.

The above salary rate represents the University's good faith and reasonable estimate of the rate at the time of posting.

### **Diversity and Equity:**

Please contact [hr.adacoordinator@ucdenver.edu](mailto:hr.adacoordinator@ucdenver.edu) for information on disability accommodations.

The University of Colorado Denver | Anschutz Medical Campus is committed to recruiting and supporting a diverse student body, faculty and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

The University of Colorado Denver | Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

### **Application Materials Instructions:**

**Application Deadline: 5:00pm Monday June 23, 2025**

### **Special Instructions to Applicants:**

When applying applications must include: 1) Resume or Curriculum Vitae 2) Letter of interest 3) Names and contact information for two or three references

The first stage of selection will be based on applicants' resumes/CVs and letters of interest. The search committee will begin reviewing applications and continue until the finalist has been identified.

**All application materials should be sent directly to [SPA.HR@ucdenver.edu](mailto:SPA.HR@ucdenver.edu) with the subject line: CJ Programs Director Application.**

Questions about the position or application process should be directed to: [Chris.Smith@ucdenver.edu](mailto:Chris.Smith@ucdenver.edu)  
SPA Faculty Affairs Director