

Position Description Assistant Vice President for Faculty Affairs

The Assistant Vice President for Faculty Affairs is a member of the Provost's leadership team and reports to the Provost and Vice President for Academic Affairs. This position assists with academic administration, policy, planning, and leads campus-wide initiatives at the direction of the Provost. The Assistant Vice President supports the mission, values, and priorities of the University's Strategic Plan. In particular, the Assistant Vice President is responsible for nurturing excellence in the university's faculty through facilitating appointment, development, retention and promotion, and associated faculty experiences. The Assistant Vice President for Faculty Affairs works with the Provost on strategic initiatives to support and serve as a liaison to the faculty to facilitate academic distinction.

The Assistant Vice President for Faculty Affairs works closely and collaboratively with faculty and leadership in each college to realize a learning-centered approach to academics in support of the university's and college's missions. To achieve this objective the Assistant Vice President works with the Deans and the Department Heads to direct faculty development programs and bring about academic policies and initiatives. The Assistant Vice President is responsive to academic personnel issues, and continually strives to improve the clarity and consistency of tenure and promotion procedures and standards. The Assistant Vice President for Faculty Affairs serves as an advocate and link between the faculty and the Office of Academic Affairs, working collegially and effectively to engage all constituents.

The Assistant Vice President For Faculty Affairs directs programs for faculty development, which are designed to strengthen and integrate teaching, learning, scholarship, and public service. The Assistant Vice President is to advance faculty engagement on university committees, and lead organizational development efforts. The Assistant Vice President serves as a liaison to the Faculty Senate, and is, therefore, expected to provide support to that body for the development of, or amendments to policies in the Faculty Handbook.

The Office of Faculty Affairs oversees all faculty personnel processes, policies and procedures for probationary, tenured, retired faculty, and instructors; including recruitment and appointments; diversity efforts; orientation and development activities; and evaluation processes such as retention, tenure, and promotion. In addition, the office provides training for faculty, administrators, department heads, and staff. The office of Faculty Affairs is to have a deep commitment to diversity.

In support of the Provost, the Assistant Vice President for Faculty Affairs manages a staff of academic support professionals who provide administrative support for a full array of academic programs. The Assistant Vice President represents the Office of the President and the Office of the Provost on campus and UL System committees.

Position Description Assistant Vice President for Faculty Affairs

The responsibilities for the Assistant Vice President for Faculty Affairs include, and may expand beyond, the following:

- Developing relationships that allow for effective communications with diverse groups in support of the University mission
- Devising innovative strategies, policies, and programs that contribute to goal achievement and process improvements to reach established academic, educational and institutional objectives
- Managing special projects that contribute to the educational objective
- Serving on university and administrative committees and representing the University at functions upon request by the Provost and or President
- Implementing academic policies and initiatives that impact faculty
- Guiding and defining academics through the recruitment, development, and retention of a diverse and dynamic faculty and academic staff
- Coordinating faculty search processes, and credential reviews
- Coordinating faculty orientation for new faculty members
- Improving tenure and promotion procedures and standards with departments and Deans
- Disseminating timelines and processes and serving as a resource for reviews, tenure, and promotions for all faculty members
- Organizing and offering development workshops for all faculty members
- Coordinating faculty sabbatical and leaves and processes
- Managing the endowed professorship and chairs programs effectively
- Coordinating the faculty honors and awards programs to recognize achievements
- Addressing faculty personnel issues
- Working with Human Resources to ensure that faculty policies are consistent with University personnel policies
- Advising on the efficient use of academic facility resources
- Overseeing Academic Affairs web page content and posting calendars

The Assistant Vice President is to be an energetic and reflective academic leader, with a successful record of higher education administrative leadership and thorough understanding of the programs that comprise a comprehensive research university.