

# *Vice Provost for Faculty Affairs, Academic Affairs*

## **Position Purpose**

The Vice Provost for Faculty Affairs is a member of the Provost's senior leadership team and serves as the principal enrollment and faculty development manager in the Division of Academic Affairs. In this role the Vice Provost for Faculty Affairs, in collaboration with Deans and other administrative divisions of the university, improves faculty development processes, provides guidance on enrollment planning, and projects related to academic operations of the university and ensures planning aligns with the priorities of the University's Strategic Plan. The Vice Provost for Faculty Affairs oversees the Office of Faculty Advancement and its team of academic professionals and collaborates with Human Resources and academic Units. The Vice Provost for Faculty Affairs also has oversight responsibility for the Center for Teaching and Learning that is designed to strengthen the teacher scholar model into teaching, learning, scholarship, and public service, as well as other duties as assigned.

## **Education/Experience**

- Prior experience as a dean, associate dean, department chair, or administrative equivalent.
- Possession of an earned doctorate and eligibility for a senior faculty appointment;
- Recent and demonstrated commitment to working with a diverse faculty, staff and student population;
- Experience with and knowledge of, basic faculty personnel transactions (e.g., recruitments & appointments, Review/Tenure/Promotion (RTP), leaves, etc.).
- Extensive experience with shared governance and collective bargaining.
- Experience with and commitment to interdisciplinary programs and scholarship.

## **Knowledge, Skills, Abilities**

- Demonstrated ability to provide leadership and work collegially and collaboratively to meet the mission/goals of the University;
- Commitment to excellence in teaching and learning
- Demonstrated commitment to both undergraduate and graduate education;
- Strong written, oral, and interpersonal communications skills;
- Understanding of and willingness to support the varied goals of the college faculty and academic programs;
- Experience managing a unionized workforce, subject to collective bargaining agreements;
- Good working knowledge of faculty policy development and its relationship to the Faculty Collective Bargaining Agreement.
- Ability to handle sensitive personnel issues with confidentiality.
- Excellent organization and time management skills.
- Demonstrated commitment to promoting the success of all, and to reducing the barriers to success related to differences in areas such as race, ethnicity, culture, and disability.

## **Preferred Qualifications**

- Experience with and a commitment to a Liberal Arts education;
- Knowledge of the California State University System policies;
- Experience in recruitment and evaluation of faculty and staff.
- Ability to represent the Provost effectively with senior management and with groups of faculty and students;
- Ability to create and maintain strong relationships within a multi-dimensional environment;
- Utmost discretion in dealing with confidential informatio
- Demonstrated understanding of personnel-related laws like Americans with Disability Act (ADA)

## **LEADERSHIP**

- Assist the Provost to enhance sound management of the academic resources of the University through enrollment management.
- Develop and maintain cross-functional and collaborative working relationships with a variety of administrative and academic units, including the Faculty Senate as directed by the provost.
- Serves on the Deans Council and other university-wide committees.
- Provide leadership for the Office of Faculty Advancement and the Center for Teaching and Learning

## **FACULTY PERSONNEL**

Assist the Provost in faculty affairs personnel issues:

- Direct academic personnel regarding implementation of the Unit 3 (Faculty) Collective Bargaining Agreements.
- Oversee faculty grievance, complaint, and investigation processes.
- Manage local activities with regards to union negotiations.
- Review recommendations on personnel actions for approval by the Provost.
- As a member of the Provost's leadership team, regularly advise academic deans and department chairs on faculty personnel matters, policies, CBA interpretations, and various personnel transactions.
- In conjunction with Human Resources Employee Relations and Compliance, oversee the investigation and resolution of complaints involving faculty and evaluate potential disciplinary matters on behalf of the President and Provost.
- In conjunction with Human Resources Employee Relations and Compliance, oversee the handling of faculty grievance, arbitration, and litigation procedures and investigations.
- Supervise maintenance of academic personnel records.
- Responsible for providing recommendations and consultation for all Unit 3 personnel and compensation programs, including the oversight of the implementation.
- Assist the Provost in UARTP processes; supervise the process of performance reviews for reappointment, tenure, and promotion and periodic evaluations.
- Assist college deans in arranging and managing faculty recruitment processes and procedures:
- Oversee the management of faculty personnel processes including sabbaticals, personal and professional leave without pay, leave with differences in pay, and outside employment.

Manage faculty contracts:

- Oversee personnel procedures for faculty unit employees, including, but not limited to: appointment, evaluation, personnel files, paid and unpaid leaves (sabbatical, difference-in-pay, professional and personal leaves, sick leave and maternity/paternity leaves), including exercising delegated authority to grant, deny, or defer such leaves, additional employment, outside employment, and faculty retirement programs (Faculty Early Retirement Program and Pre-retirement)
- Coordinate and supervise all contract related procedures, and provide policy interpretations to department chairs, committees, academic deans, and the Provost.

Manage lecturer affairs:

- Oversee the implementation of policies and procedures for the evaluation of lecturers, including performance reviews for reappointment; evaluations and compensation for lecturers.
- Work with deans to ensure compliance with lecturer entitlements and all other items related to the Unit 3 (Faculty) collective bargaining agreements.

- Oversee the RTP processes and procedures

## **FACULTY DEVELOPMENT**

Assist college deans in organizing faculty peer mentorship:

- Collaborate with college deans to provide mentorship to faculty members, especially newly recruited faculty members, during their progression in the RTP process.

Organize faculty, chair, and program director training programs:

- The Vice Provost is expected to conduct and/or supervise training related to faculty, chairs and program directors

Organize faculty orientations and events for Academic Affairs:

- The Vice Provost is expected to conduct and/or supervise training related to new faculty orientation recruitment policies and practices, probationary plans, RTP processes and policies, and compliance with the Unit 3 and Unit CBA.
- The Vice Provost consults broadly with faculty and administrators; organizing meetings and workshops on faculty-related matters for department chairs, faculty, and staff; hosting special events and workshops.
- Manage faculty development activities for Academic Affairs

## **BUDGET**

- Assist the Provost on the management of the Academic Affairs' budget and the development, monitoring and management of divisional funds
- Assist in the division's resource allocation process for Colleges and Units within the Division of Academic Affairs
- Assist in the divisions annual budget call process for the Colleges and Units within the Division of Academic Affairs
- Assist the Provost on requests for central funding support related to MPP, faculty and staff growth
- Assist the Provost with the Academic Affairs salary administration process, including approving salaries for new hires, transfers, and other pay changes in employee compensation
- Assist the Provost to ensure the effective fiduciary and operational functions of the division
- Assist the Colleges and Deans with strategic planning related to budget issues
- Oversee and manage the Office of Faculty Advancement's budget planning and development
- Provide direction on priorities, workload and leadership on meeting the Office of Faculty Advancement's budgetary goals and objectives
- Oversee and manage the Center for Teaching & Learning budget planning and development
- Provide direction on priorities, workload and leadership on meeting the Center for Teaching & Learning's budgetary goals and objectives
- Oversee and manage the Stephen Walker Faculty Professional Performance Fund for faculty development in the division