

University of Delaware Vice Provost for Faculty Affairs

POSITION SUMMARY:

The Vice Provost for Faculty Affairs reports directly to the Provost and promotes the recruitment, retention and support of highly qualified faculty who are aligned with the mission and strategic goals of the University. The incumbent acts as representative for the faculty and operates within and fully supports shared governance. The Vice Provost for Faculty Affairs advises the Provost on faculty affairs, and serves to implement her vision.

MAJOR RESPONSIBILITIES:

- Advise academic leaders regarding faculty policies including promotion and tenure, grievances, conflicts of interest, and other academic personnel matters.
- Academic personnel:
 - Assist academic units with the implementation of excellent recruitment practices, including attracting an exceptional, diverse pools of applicants; and assess and confirm offer appointments.
 - Review requests regarding academic personnel, including or academic leaves and emeritus status.
 - Assist in efforts to prevent or respond to faculty problems, including issues of discrimination, harassment, misconduct or performance issues.
 - Assess periodically for salary equity.
 - Ensure the implementation of compensation as outlined in the Collective Bargaining Agreement.
 - Support all faculty at all ranks.
 - Serve as liaison with the AAUP.
 - Resolve issues related to compliance involving the administration of the AAUP Collective Bargaining Agreement with the support of the Chief Human Resources Officer.
 - Lead and administer community building and development of department chairs through the chairs workshop and the chairs caucus.
 - Support new faculty through administering new faculty orientation.
- Academic policies:
 - Oversee the promotion and tenure process. Design and conduct workshops for faculty regarding promotion and tenure, and promote best practices University-wide. Works with departments on the alignment of their P&T documents with college and university documents.
 - Act as a subject matter expert regarding the network of policies and procedures as they pertain to faculty, including the Faculty Handbook, college and departmental bylaws and policies, and the CBA. Coordinate with the Provost, college and department leadership, and the Faculty Senate to review and maintain these policies.
 - Track second and fourth year reviews and post-tenure reviews.
 - Review of faculty workload and merit documents.
- Advise and support faculty development and mentoring, including:
 - Oversee management of and communication for the faculty mentoring program.

- Oversee faculty development initiatives, including development of resources for new faculty.
- Design and implement leadership development and succession planning initiatives including the Leadership Academy.
- Advise and support a diverse and inclusive faculty body and environment, including:
 - Embrace and advance UD's commitment to diversity and equity by promoting a community spirit and a campus climate that is welcoming and inclusive of all faculty.
 - Develop and maintain a strong partnership with units campus-wide to advance UD's efforts to recruit and retain diverse faculty and develop innovative programs to promote inclusion and success among the faculty.

QUALIFICATIONS:

- Ph.D. or terminal degree and a reputation for excellence as a teacher and a scholar with at least ten years of experience. Tenured applicants at the rank of full professor and with experience serving as a department chair will be given greatest consideration.
- Record of dealing with confidential matters.
- Experience with shared governance.
- Excellent record of achievement in scholarship, teaching and service, skills necessary to foster a welcoming, inclusive environment that makes it possible to attract, motivate and retain faculty.
- Demonstrated well-developed communication and management skills as well as effective interpersonal skills; demonstrated ability building and supporting a diverse, open and collaborative academic community; commitment to continuing high academic standards and effective hiring practices.
- Demonstrated creative problem-solving skills.
- Ability to develop rapport with administration and faculty leaders, the leadership of the union representing university faculty, trustees, and university officers. Demonstrated experience working with Office of Human Resources, Office of General Counsel, Division of Student Life, Faculty Senate, AAUP, deans, and department chairs.

This is an internal search.