

Vice Provost for Faculty Affairs [Revised: 1/8/2024]

Job Summary:

The Vice Provost for Faculty Affairs position is critical in advancing NDSU's academic mission by providing strategic leadership, support, and advocacy for faculty while advancing institutional priorities. This individual will design and implement forward-thinking initiatives, such as crafting programs and policies that attract and retain top talent, promote diversity and inclusion, and cultivate a vibrant and collaborative space for faculty. The Vice Provost reports to the Provost and closely collaborates with academic and other university leaders to ensure the continued excellence of NDSU faculty.

We seek a visionary leader with a passion for faculty development and innovation, and someone who can lead and meet the changing needs and resources for faculty. This individual will need to analyze the current faculty landscape, identify emerging trends, and champion innovative solutions to support all aspects of faculty work, including career development, teaching & learning, research, and work-life balance.

Responsibilities:

- Support strategies for faculty recruitment, hiring processes, ensuring fairness, transparency, and adherence to university policies and work authorization/immigration.
- Facilitate the onboarding of new faculty members, including orientation and mentorship programs and support for prioritizing their goals.
- Design, develop, implement, and oversee faculty development programs, including workshops, seminars, and training opportunities, with attention to fostering women and underrepresented faculty leaders.
- Collaborate with the Office of Research and Creative Activities to support faculty development in pursuing research, scholarship, grants, and creative activities.
- Promote diversity, equity, and inclusion within the faculty.
- Coordinate university-level faculty awards and recognition events.
- Manage faculty academic misconduct claims and processes and faculty rights appeals.
- Coordinate the faculty Promotion, Tenure, & Evaluation (PTE) schedule, processes, and training, and provide guidance to faculty seeking promotion and tenure.
- Collaborate with other stakeholders to provide policy feedback or initiate policy changes to develop/update academic policies and procedures.
- Collaborate with the Office of Institutional Research and Analysis to analyze relevant faculty data.
- Prepare data-informed reports and recommendations for the Provost to guide decision-making.
- Foster ADVANCE FORWARD initiatives and support its important mission and values for women and underrepresented faculty and engage with the Commission on the Status of

Women Faculty, NDSU Advocates and Allies, and other faculty-related groups on gender equity and diversity.

- Provide insight, support, and actionable ideas on institutional priorities as they relate to faculty, and recommendations from the President's Councils on Wellbeing, DIR, Research, and Retention.
- Other duties as assigned by the Provost.

DIRECT REPORTS

- Faculty Immigration Office
- Academic Personnel Coordinator
- Excellence Program Manager

Minimum Qualifications:

- Tenured full professor in any discipline.
- Demonstrated commitment to shared governance.
- Demonstrated experience in managing curricular matters, program or personnel reviews, and faculty search processes.
- Strong understanding of current evidence-based practices related to faculty.
- Exceptional interpersonal and communication skills.
- Demonstrated commitment to diversity, equity, and inclusion in academia.
- Strategic thinking and problem-solving abilities.
- Excellent organizational and project management skills.
- Collaborative and team-oriented approach to leadership.
- Commitment to upholding ethical standards and for maintaining appropriate confidentiality.
- Ability to resolve conflict with compassion and clarity.
- Excellent record of academic leadership and scholarship.

Preferred Qualifications:

- Promotion, Tenure, & Evaluation (PTE) committee experience or administrative role in PTE process.
- Detailed knowledge of relevant NDSU policies and procedures.
- Broad range of experience with committees and other service at the department, college, and institutional levels.
- Service in an academic leadership role, e.g., assistant or associate dean, department chair/head, or similar.
- Demonstrated ability to lead strategic initiatives, build partnerships, and drive change.
- Detail-oriented and attentive to process.