



Job Title:

Associate Vice Provost for Academic Personnel

Position Type:

Faculty, 75% Time (25% in home department)

Job Description:

The Associate Vice Provost for Academic Personnel (AVP) works collaboratively with the Vice Provost for Academic Personnel and OAP Leadership Team to ensure continued excellence of the University of Washington tri-campus faculty and academic staff. The AVP is responsible for coordinating activities and policies related to faculty development, faculty workload, faculty well-being, work-life integration, faculty in dual career families, faculty and leadership onboarding, and mentoring and cohort-building for faculty and leaders; liaising with Faculty Senate on these issues; developing data-informed policies related to work-life integration and general climate and providing input on other policies impacting academic personnel; communicating policies and best practices to leaders and faculty; reviewing individual promotion and tenure cases to make recommendations to the Provost.

Major Areas of Responsibility:

Design and Deliver Faculty Development Programs

- Provide transformative learning and development experiences for tri-campus faculty throughout their careers, from onboarding, through promotion and tenure, to leadership.
- Work collaboratively with the Office of Faculty Advancement and ADVANCE Center for Institutional Change, as well as units outside OAP, to design, lead, and assess the effectiveness and reach of activities for faculty related to:
 - Onboarding of new faculty
 - Onboarding of new faculty administrators
 - Promotion and tenure
 - Career development
 - Leadership development
 - Mentorship and coaching at different career stages
 - Faculty recognition and awards.
- Develop and disseminate resource materials and reports for faculty related to the above.
- Liaise with units outside OAP that are providing faculty development resources.
- Assist with selection processes for external and internal leadership training opportunities.
- Participate in Big Ten Academic Alliance leadership development activities.
- Participate in peer mediation program activities.

Support University and Unit Level Faculty Affairs Processes.

- Work with OAP Leadership Team to advise on, review, develop, revise, and disseminate standardized policies and processes for issues impacting academic personnel.
- Assist with the review, approval, and template generation for:
 - Faculty hiring plans
 - Faculty compensation and merit guidelines
 - Promotion and tenure procedures

- Content of academic personnel offer letters
- Content of advertisements for academic positions
- Content of academic personnel promotion and tenure letters
- Content of search committee charge letters.
- Liaise and collaborate with the Faculty Affairs Advisory Committee.

Support Individual Level Faculty Affairs Processes.

- Assist with the review and approval of:
 - Promotion & tenure appointments
 - Retention salary adjustments
 - Additional compensation
 - Sabbatical leave
 - Leave without pay
 - Conflict resolution.
- Provide guidance to faculty, administrators, and staff on procedures for the above actions in consultation with the Vice Provost.

Support Employee Relations with Contract-covered Academic Staff

- Participate in collective bargaining activities as member of management team.
- Coordinate with AHR Business Partners regarding approval of requests for contract exceptions.
- Work collaboratively with Office of Research, Labor Relations, and the UW Human Resources team to support contract academic staff.

Liaise with the Faculty Senate.

- Attend Faculty Senate and appropriate Council meetings as requested.
- Inform appropriate administrators of pending Senate actions raised in Council meetings.
- Support Faculty Liaisons with policy advice and clarification.
- Assist with collecting, analyzing, and communicating data and policy to the Senate.
- Assist with implementation of newly adopted legislation and procedures and with communicating these to the faculty.

Executive leadership work includes serving as a member of the OAP Executive Team, which collaborates on the above activities. The AVP participates in regular meetings of the OAP Executive Team and the Faculty Affairs Advisory Committee, participates in meetings of the VP and Provost as requested, serves as a member of the tri-campus promotion and tenure review team, participates in campus partnership training activities, and performs other duties as assigned.

Desirable experiences and knowledge include familiarity with: faculty development opportunities, promotion and tenure review of multiple faculty appointment tracks (tenure, WOT, research, clinical, and/or teaching), faculty recruitment and retention, interdisciplinary collaboration, and tri-campus governance and faculty code.

Application Process:

Date of first consideration: August 5, 2024.

Please submit a cover letter and CV to:

Laura Hager, Assistant to Fred M. Nafukho, Vice Provost for Academic Personnel

Email: vpap@uw.edu