

Job Title: Vice Provost for Faculty and Staff Affairs and Development

Advertising Summary: Reporting directly to the Provost and Executive Vice President for Academic Affairs, the Vice Provost for Faculty and Staff Affairs and Development oversees workforce and professional development initiatives for the Office of the Provost, serving as a leader in these areas on behalf of the Provost.

JOB SUMMARY

Reporting directly to the Provost and Executive Vice President for Academic Affairs, the Vice Provost for Faculty and Staff Affairs and Development oversees workforce and professional development initiatives for the Office of the Provost, serving as a leader in these areas on behalf of the Provost. The Vice Provost will work closely with the Office of Human Resources (OHR), Payroll, Diversity and Inclusion, and other university partners regarding all aspects of faculty and staff affairs and development, including employee relations; recruitment and retention; Promotion, Tenure, and Reappointment (PTR); merit and compensation; mentoring; and observance of collective bargaining agreements.

The Provost seeks candidates with a comprehensive resume of success in academic leadership roles, who can demonstrate exceptional skills that will enable them to support the growing workforce and development needs of the University. The successful candidate for this position will be a tenured professor at the University with a strong ethical sense, a deep commitment to diversity and inclusion, good judgement, and the ability to work as part of a team to efficiently manage a complex portfolio.

DUTIES AND RESPONSIBILITIES

- **Collaborates with OHR** in the creation, implementation, and coordination of professional development programs and projects for faculty and academic staff. This will be done in close collaboration with school and college leaders, OHR training and engagement teams, the Center for Excellence in Teaching and Learning, and other university partners. Current programs include the Provost Distinguished Speaker Series, and an array of faculty mentoring and teaching improvement initiatives. Partners with OHR in the creation of new professional and career development endeavors for the academic community and in support of the University's strategic plan.
- **Maintains** a comprehensive understanding of workforce matters and coordinates decisions about resource allocation and strategic planning related to academic personnel. Participates in decisions affecting resource allocation among schools, colleges, and programs; promotion and tenure; and the setting of human capital priorities.
- **Engages the community on** faculty and academic staff hiring and recruitment/retention issues; develops forecasts and recommendations in support of strategic workforce decisions in the academic community. Provides executive oversight for faculty and staff searches, collaborates with OHR and the HR Governance Committee on merit and compensation determinations, recruitment and retention, and other personnel initiatives.

- **Oversees and coordinates** recognition for faculty and academic staff achievement to include Promotion, Tenure, and Reappointment; Board of Trustees Professorships; Provost service awards; and a number of other faculty/staff awards.
- **Collaborates** with university partners to provide timely, comprehensive, and thoughtful workforce and hiring analyses, and is directly involved in strategic decision-making.
- **Resolves** personnel-related business issues that arise between central offices and schools/colleges.
- **Partners with** OHR and other University partners on the development and modification of policies, guidance, processes, and procedures related to personnel, such as extra compensation, faculty appointments, moving reimbursement, secondary appointments, faculty leaves, etc.
- **Collaborates** with Executive Director of Finance and Budget in managing Provost Office commitments related to personnel, including new faculty lines, start-up packages, cost-sharing arrangements, etc.
- **Keeps abreast of** developments and trends that may require new studies or modification of current projects or practices.
- **Devises and monitors** key program and project performance indicators.

MINIMUM QUALIFICATIONS

- Ph.D. or terminal degree.
- Current appointment at rank of Professor in one of UConn's schools or colleges.
- At least 5 years' experience in a progressively responsible leadership position at the University.
- Demonstrable experience applying sound judgement and political acumen.
- A leadership style that invites collaboration, encourages teamwork, welcomes diverse perspectives, and values transparency.
- Demonstrated excellence in written and oral communication about complex topics with proven experience interacting effectively with members of diverse constituencies.
- Demonstrable familiarity with the University's policies, guidance, and procedures related to personnel, especially the complexity of faculty appointments and compensation.
- Demonstrated ability to manage change, resolve conflict, and build consensus.
- Demonstrated commitment to diversity and inclusion.

PREFERRED QUALIFICATIONS

- At least 10 years' experience in a progressively responsible leadership position at the University.
- At least 3 years' experience in workforce planning, including managing hiring and compensation.
- Experience interpreting collective bargaining agreements or working directly with Employee Relations to resolve questions about collective bargaining agreements.
- The skills to navigate the organizational, political, and fiscal realities unique to a major public research university, and to make changes to improve current practice, including effective advocacy for the resources required to uphold mandates and achieve aspirations.

- Experience working with applicant tracking and HR/Payroll systems (PageUp, Core-CT, etc).

APPOINTMENT TERMS

This is a twelve month, management position. This position is open to current faculty at the University of Connecticut.

TO APPLY

Interested applicants should visit

<https://secure.dc4.pageuppeople.com/apply/967/gateway/Default.aspx?c=apply&sJobIDs=494606&SourceTypeID=796&sLanguage=en-us> to upload a **CV, cover letter**, and contact information for **three (3) professional references**. Applicant review will begin immediately and will continue until the position is filled. This is an open search with disclosure to the University community about candidates and the selection process. The final round of interviews will include a public forum requiring each candidate to participate in a presentation and Q&A.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on June 22, 2020.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.