**September 15, 2023**

**NOMINATIONS & SELF-NOMINATIONS FOR VICE PROVOST FOR FACULTY AFFAIRS**

Nominations of tenured full professors are invited for the role of Vice Provost for Faculty Affairs. Self-nominations are welcome and encouraged. A copy of the position description appears below. Nominations are invited through Monday, September 25.

**Selection Process**—Nominees and self-nominees will be asked to provide two documents:

* An up-to-date CV, and
* A two-page letter describing how they meet the qualifications and are prepared to perform the responsibilities.

I’ll then share the documents with Deans Bradley, Cole, Joshi, LaCourse, Moffitt, and Rutledge; Associate Dean Weichelt; and with three members of the Faculty Senate Executive Committee (selected after September 25 in consultation with Faculty Senate president). These individuals will review the materials and meet with me as a group to provide input.

If five or fewer candidates are nominated, I’ll interview all candidates. If more than five are nominated, I’ll interview a smaller set (likely three or four) recommended by the reviewing group, and then make a decision.

Please send your nominations to me at dauwalde@umbc.edu with a copy to Terisa White at terisac@umbc.edu .

**David P. Dauwalder**

**Interim Provost & Senior Vice President for Academic Affairs**

**POSITION DESCRIPTION**

**VICE PROVOST FOR FACULTY AFFAIRS**

**University of Maryland, Baltimore County**

**September 15, 2023**

**Position Summary—**The Vice Provost for Faculty Affairs will work collaboratively with the provost, vice presidents, deans, vice provosts, associate provosts, department chairs, Faculty Senate, the Office of General Counsel, and the administrative staff to develop and administer policies and programs affecting faculty members. The vice provost will serve as a member of the Council of Deans.

**Responsibilities**

* Actively participates in the recruitment and orientation of full-time instructional faculty members.
* Assists the provost in efforts to increase the diversity of the faculty.
* Works to improve and streamline existing processes and to develop and implement new processes and technologies within the unit.
* Reviews appointment, reappointments, changes in status, and several types of leave for instructional and research faculty in all academic departments and research centers.
* Assists the provost in the review of faculty members for promotion and tenure.
* Oversees the faculty annual report process.
* Monitors implementation of post-tenure review.
* Maintains an accurate record of full-time faculty titles, ranks, primary and secondary affiliations, and other key elements of faculty employment status.
* Serves as a liaison to the Human Resources providing necessary information for the human resources database systems.
* Collaborates with Human Resources on critical processes to ensure cohesiveness of comprehensive human resources reports.
* In partnership with Human Resources and deans, addresses any employee relation issues for faculty.
* Prepares and coordinates faculty nominations for campus, university system, and national awards, fellowships, and other honors.
* Oversees the operation of the Faculty Development Center.
* Supervises the faculty development and entrepreneurship programs.
* Works with the Office of Institutional Research in the preparation and review of external reports to the University System.
* Prepares MHEC’s triennial student learning outcomes assessment report and other reports as needed.
* Assists the provost in administration of UMBC’s Assessment Plan.
* Supervises the (a) assistant vice provost for faculty affairs, (b) faculty affairs specialist, (c) executive director of the Center for the Advancement of Learning and Teaching, (d) executive director of Transfer Research & Practice, and (e) director of the Alex Brown Center for Entrepreneurship.
* Maintains the *Faculty Handbook*, ensuring that changes to system policy and changes to UMBC policy are reflected accurately

**Requirements**

* Tenured full professor.
* Strong record of teaching, research, service, and academic leadership.
* Strong written and oral communication skills.
* Evidence of organizational and time-management skills.
* Understanding of methods for advancing faculty members’ professional development.
* Commitment to UMBC’s traditions of shared governance.
* Demonstrated ability to work cooperatively with faculty members, administrators, and staff members in all disciplines and at all levels across campus.
* Demonstrated commitment to recruiting and retaining a diverse faculty.
* Significant experience in faculty affairs as demonstrated by successful performance as a department chair, assistant/associate dean, or leadership in shared governance.