**Vice Provost, Faculty Affairs**

The Vice Provost, Faculty Affairs leads, directs and oversees activities in support of faculty affairs at the University of Nevada, Reno (University). The Vice Provost reports to and advises the Executive Vice President and Provost on faculty hiring, employment, and development; on university policies and procedures; and on the use, allocation, reassignment, and renovation of University space. The position serves as the main appointing authority/signature authority for the academic divisions of the university, including approvals on faculty searches, waivers, and salaries and all expenditures requiring Office of the Provost approval, including expenditures from units reporting to the Office of the Provost and deans’ hosting, travel, and purchasing. The position also oversees processes regarding faculty development. The Vice Provost is the administration’s liaison on issues regarding faculty personnel processes, including terminations, reconsiderations, and grievances, and on matters involving litigation, mediation, and settlement, collaborating with representatives of HR/BCN and General Counsel to resolve personnel issues and interpret and enforce university policy. In the event of a trial, settlement conference, mediation, or hearing, the Vice Provost attends with settlement authority. The Vice Provost oversees the institution’s Office of Equal Opportunity and Title IX and serves as the institution’s Records Retention Officer. The Vice Provost chairs the Administrative Manual Review Board and the Facilities Resource Committee. The Vice Provost also represents the Office of the Provost on university committees as requested and on the Student Intervention Team.

See detailed job description attached.

**Preferred Experience and Credentials:** Administrative experience in personnel management and faculty development; evidence of leadership at the department, college, and university levels, such as service in the role of department chair, associate dean, faculty senate chair, or chair of major university committees; and varied service on university bodies such as the Faculty Senate or Graduate Council and on college and/or department committees; academic rank at full professor.
1. **Summary Statement: State the major function(s) of the position, the role in the university, and the supervisor’s title.** *(This section is used for advertisement of the position.)*

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*Attach an organizational chart with positions, ranges, and names for the division.*

2. **List the major responsibilities, including percentage of time devoted to each. Provide enough detail to enable a person outside the department to understand the job (percentage first with heading and then bulleted information).** If line of progression, define for each range as above.
30% - Faculty Personnel Administration and Approval Authority

- Reviews, evaluates, and approves/disapproves personnel actions assigned to the Vice Provost in the University Administrative Manual (UAM) or delegated by the President or Provost, including:
  - All academic and administrative faculty new positions and job descriptions, search requisitions, requests to offer, and requests for search exceptions and waivers.
  - Academic and administrative requests for exceptions to personnel policy, including extraordinary raises, using external and internal date provided by HR, and overload compensation at odds with NSHE or university policies.
  - All employment and fiscal documents for units reporting directly to the Office of the Provost that require approval at the level of dean or above.
  - All new faculty (academic and administrative) contracts for academic and other units reporting to the Office of the Provost and Intercollegiate Athletics.
  - All adjunct appointments.
  - All expenditures requiring Office of the Provost approval, including expenditures from units reporting to the Office of the Provost and deans’ hosting, travel, and purchasing.
  - All applications for phase-in retirement, emeritus status, faculty LWOP.
  - As needed, assumes approval authority for deans or vice provosts absent for an extended period.

- Serves as the Office of the Provost contact for questions from colleges and academic departments regarding faculty employment (contract terms, position changes, offer letters, evaluation, and ad hoc salary adjustments), personnel processes, organizational changes, policy implementation, and bylaws revisions.

- Reviews, evaluates, and approves/disapproves all Academic Faculty Part-Time Administrative Job Descriptions and associated compensation.

- Chairs the University Administrative Manual Review Board

- Works with Human Resources on personnel policies and procedures and creation and re-evaluation of administrative faculty positions.

- As the University’s Records Retention Officer, implements processes to facilitate compliance with NSHE policy and interprets policy as needed.

30% - Faculty/Employee Relations

- Supervises the Office of Equal Opportunity & Title IX, with responsibility for investigations under Title VII and Title IX, training, and evaluation of employee requests for accommodation under the ADA or for religious reasons.

- Represents the University, with the Office of General Counsel as appropriate, in matters of litigation, mediation, settlement, and disciplinary proceedings in district and federal courts and with NERC, the EEOC, and the OCR, attending with settlement authority on behalf of the University.

- Serves as the Office of the Provost contact regarding faculty employee-relations issues such as terminations, reconsiderations, grievances, and initiation of discipline and/or investigation under NSHE Code Chapter 6.

- Meets with deans and chairs as needed regarding complicated personnel matters, faculty behavior, job descriptions, and evaluations.

- Helps to resolve faculty/student issues that come to the Office of the Provost.

- Meets with faculty to conclude settlement agreements.

- Serves as a university administration contact and ex officio member of the board of the University’s Retired Faculty Association.
20% - Faculty Support and Development

- Plans and implements workshops for academic faculty, including orientations for new faculty and instructors and workshops for all faculty on annual evaluation, promotion and tenure, sabbatical applications, and dealing with disruption and student issues.
- Plans and implements leadership training for department chairs, school directors, and deans, including orientations for new incumbents and workshops on annual evaluation, promotion and tenure, and personnel management.
- Meets as needed with deans, chairs, and individual faculty regarding personnel matters, informal complaints, and queries regarding university policies.
- Serves as Office of the Provost initial contact for Student Conduct when questions arise regarding academic policies or working with academic faculty, programs, or students.
- Administers faculty sabbatical application process and emeritus approval process
- Administers faculty awards and grant processes, including but not limited to Regents’ teaching award, university and Regents’ advising awards, F. Donald Tibbitts Award, Paul and Judy Bible University Excellence in Teaching Award, Thornton Peace Prize, Cavanaugh Community Volunteer Award.

20% - University Space and Other Special Projects

- Advises President and Provost on issues regarding university space, including the use, allocation, reassignment, and renovation of University space, particularly but not exclusively for academic use.
- Prepares information and analysis of academic space uses, needs, and reallocations for President and Provost.
- Chairs the Facilities Resource Committee and serves as the Office of the Provost point of contact on issues regarding uses and repurposing of university space.
- Serves as the primary Office of the Provost contact with Facilities Services.
- Serves as the primary Office of the Provost contact with Scheduling Services.
- Serves as the primary Office of the Provost contact with Real Estate.
- Serves as the Office of the Provost representative on the Student Intervention Team.
- Completes other projects as assigned.

3. Minimum requirements of the position. Minimum requirements should be consistent with the Job Evaluation Model. If Line of Progression, minimum requirements must be defined for each range.

<table>
<thead>
<tr>
<th>Education</th>
<th>Experience</th>
</tr>
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<tbody>
<tr>
<td>Doctorate Degree</td>
<td>Three years of managerial and/or related professional work experience.</td>
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**Related Experience:** a tenured faculty member at the University.

**Preferred Experience and Credentials:** Administrative experience in personnel management and faculty development; evidence of leadership at the department, college, and university levels, such as service in the role of department chair, associate dean, faculty senate chair, or chair of major university committees; varied service on university bodies such as the Faculty Senate or Graduate Council and on college and/or department committees; and academic rank at full professor.
Certification and Licensure:
None

Schedule or Travel Requirements:
None
Optional Addendum: Describe the knowledge, skills, and abilities required to successful performance of this job (in bullet format).

Knowledge of:
- University bylaws, administrative rules, and processes
- Nevada System of Higher Education codes, rules, and procedures
- Laws and regulations regarding employment, hiring and discipline, evaluation, and termination
- Best practices in faculty training, support, and development

Skills:
- Organization and time management skills
- Coordination of multiple complex activities
- Analytical, problem-solving, and decision-making skills
- Exceptional verbal and written communication
- Service-oriented perspective
- Interpersonal and human relations skills
- Personnel management skills
- Detail oriented

Ability to:
- Work independently with ability to meet deadlines
- Partner strategically with other administrative and academic leaders to achieve shared university goals
- Work in sensitive, confidential, interpersonal situations
- Understand and interpret formalized policies, guidelines, rules, and regulations
- Understand faculty cultural diversity and work with all in an inclusive manner.
- Identify ways to solve new problems.
- Supervise employees effectively.
- Be fiscally responsible.