

## **Vice Provost for Faculty Affairs**

### *Position Description*

The Office of the Provost seeks a tenured full professor on the University of Pittsburgh faculty to serve as the next Vice Provost for Faculty Affairs. The vice provost will join the Provost's senior team as an integral member who will have the opportunity to shape the experience of the faculty of the University of Pittsburgh. The Vice Provost for Faculty Affairs is a part-time position, allowing the individual in the position to maintain engagement with their academic discipline.

The vice provost is a visible leader both internally and externally, and in addition to advising the Provost on all matters relating to faculty affairs, the position carries the following broad areas of responsibility:

#### **Faculty Affairs and Policy**

- Overseeing the processing of faculty actions (e.g., faculty appointments, promotions, tenure, sabbatical and leave requests), including leading the implementation of and chairing a new university-level promotion and tenure committee;
- Overseeing faculty appeals processes related to promotion and tenure decisions and to decisions related to misconduct, and assisting with the resolution of faculty grievances;
- Managing the scheduled periodic reviews of department chairs, deans, and regional campus presidents;
- Maintaining the Faculty Handbook and advising the deans and regional campus presidents on interpretation and application of University policies related to faculty.

The Vice Provost for Faculty Affairs has direct oversight of the Office of Faculty Records. Within the Office of the Provost, the vice provost would serve on the Faculty Team which is supported by a team of five professional staff.

This role must engage across all schools, campuses, and units within the University and therefore a collaborative mindset and skillset are essential. The successful candidate will have capabilities in the areas of managing complexity, decision quality, interpersonal savvy, communicating

effectively, managing conflict, and understanding and applying faculty policies and procedures. In addition, the Vice Provost for Faculty Affairs will work in close coordination with the Vice Provost for Faculty Development and Diversity, and will be integrally engaged in the rich architecture of the University's shared governance processes.

Tenured full professors on the University of Pittsburgh faculty should submit a letter of interest and a CV to [viceprovostsearch@pitt.edu](mailto:viceprovostsearch@pitt.edu) by Wednesday, May 6, 2020. Ideally, the new vice provost would start the position in June 2020, in order to overlap with the incumbent.