**UNIVERSITY OF MAINE**

**Position Description**

**Title:** Associate Provost for Academic Affairs and Faculty Development

**Department:** Academic Affairs

**Reports To:** Executive Vice President for Academic Affairs and Provost

**Date:** December 15, 2020

**Purpose:** The Associate Provost for Academic Affairs and Faculty Development will assist the provost in managing and leading the academic affairs of the university, including strategic planning, resource allocation, and day-to-day operations, and will have responsibility for transforming the experience and success of our faculty community through faculty development initiatives. This role will include faculty recruitment, retention, and onboarding as well as faculty mentoring, equity and access initiatives.

**Essential Duties and Responsibilities:**

* Faculty Development
	+ Develop/sponsor programs for faculty development, especially as they relate to being a successful faculty member at the University of Maine, including topics such as: identifying and working with a mentor, creating a meaningful service agenda, promotion and tenure strategies and tips for success, bias literacy, research learning, etc.
	+ Ensure that the University of Maine is a rewarding place to live, learn, and work by sustaining an environment that is diverse and inclusive and fosters the personal development of all its stakeholders. Includes serving as the provost’s representative to the President’s Council on Diversity, Equity, and Inclusion
	+ Deliver research-driven professional development and training and other relevant programs to faculty and staff to further equity and inclusive excellence goals and to inform policy development related to recruitment, retention, and career advancement
	+ Connect with partners seeking to foster inclusive excellence at the University of Maine and surrounding communities
	+ Develop effective strategies to facilitate beneficial mentoring relationships for faculty
	+ Organize and lead the Academic Leadership Series and New Dean/Chair/Director Orientation
	+ Co-Chairing the Provost’s Council on Advancing Equity (PACE)
	+ In partnership with CITL, design and deliver New Faculty Orientation to ensure a welcoming and inclusive event
	+ Participate as a PI, Co-PI, or other role on grant applications relating to inclusive excellence, support of faculty and staff diversity, and related initiatives
	+ Work with the Office of Institutional Research and Assessment to identify, collect, and analyze data to help assess and support inclusive excellence
* Strategic and operational leadership of Academic Affairs
	+ Assist the Provost in managing the academic affairs of the university, including strategic planning, resource allocation, and day-to-day operations
	+ Work in a range of contexts with the deans and associate deans, Associate Provost for Lifelong Learning, Associate Provost for Student Success and Strategic Initiatives, Vice President for Research and Dean of the Graduate School, Vice President for Enrollment Management, University of Maine System leadership, other senior administrators, external partners/vendors, faculty and staff
* University accreditation and assessment
	+ Work with University of Maine System on unified accreditation issues and help lead professional accreditation at University of Maine; represent the University of Maine at NECHE events; and communicate with the provost, the president, University of Maine System, and the Commission on major accreditation issues
	+ Work closely with the Assistant Provost for Institutional Research and Assessment on program assessment and General Education assessment
* Academic and research space allocation and management
	+ In coordination with Facilities Management, the Provost, the Vice President for Research, and the deans, support the campus’s needs for instructional and research space
	+ Co-chair the Paint and Polish Committee
	+ Co-chair the Space Management Committee
* Supervision of academic administrative units
	+ Oversee the Office of Academic Support Services for Student Athletes
	+ Oversee the Office of Major Scholarships
	+ Oversee the Office of Student Records
* Serve on the Innovation and Economic Development Committee
* Represent Academic Affairs on various committees as assigned

**Knowledge and Skills Qualifications:**

* **Required:**
	+ Ph.D./Ed.D.
	+ Tenured faculty member
	+ Commitment to equity and inclusive excellence in all forms
	+ Excellent communication skills
	+ Evidence of a collaborative work ethic
	+ Demonstrated record of scholarship
* **Preferred:**
	+ Demonstrated skill working effectively with stakeholders who carry diverse interests, aims, and perspectives
	+ Previous success in finding, negotiating, or inventing good solutions to complex problems
	+ Demonstrated consistent, measurable progress toward short- and long-term goals against the backdrop of a continuously changing environment
	+ Previous success in grantsmanship
	+ Demonstrated experience in financial and personnel management

**Supervisory Responsibilities:** Position has responsibility for supervising a number of professional positions.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Work outside of normal business hours will be necessary in order to complete the requirements of the position.

**Work Environment:** Work is performed in a typical office environment. Workload priorities may need to be shifted and schedules changed in order to meet multiple deadlines.

**Position Type:** Ongoing, base-budgeted.

**Work Year:** Full-time, 12-month work year.

**Schedule for Evaluation:** Appointments to the Management Group are at-will and may be terminated with or without cause. A written agreement at the time of initial appointment to positions in the Management Group shall include the duration of the appointment, which shall not exceed 3 years, and shall include a specified probationary period, which will normally be at least 12 months. After the initial term, subsequent appointments will be at-will and may be indefinite or for a term appointment of up to 3 years for purposes of reappointments and major performance reviews.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety, Workplace Violence, and Sexual Harassment.