

## Ad for Associate Provost of Faculty Affairs Position #00062178

### Associate Provost for Faculty Affairs – Office of the Provost .80 FTE

Role: Responsible for assisting the provost and provost office with faculty and workload issues related to promotion and tenure, and other matters in faculty affairs. This role serves as a liaison to general faculty, UMSystem and other administrative offices. The Associate Provost will have a 0.80 FTE as Associate Provost for Faculty Affairs and will also maintain a 0.20 FTE appointment in their home department with duties as assigned by the Chair.

#### **Faculty Awards**

- Oversee all aspects of campus faculty awards nomination process; criteria, communication, deadlines, selection committee and recognition ceremonies.
- Oversee the UM System President's Faculty Awards.
- Oversee the Governor's award for teaching excellence.
- Oversee the submission of external faculty awards.
- Oversee the process and facilitate selection of Curators'/Curators' Teaching Professors.
- Oversee other related awards processes.

#### **Faculty Promotions**

- Work in concert with the provost to oversee the campus faculty promotion and tenure process and procedures.
- Manage deadlines with provost administrative staff on the progress of the promotion and tenure process – working with deans, departments and other constituents.
- On behalf of the provost, monitor dossier reviews for any questions or concerns while collaborating with the promotion and tenure committee and sub-committees on process and procedures.

#### **Other Duties**

- Serve as the Provost's Designee for Title IX cases involving faculty.
- Serve as point of contact and committee member for the Center for Advancing Faculty Excellence (CAFÉ)
- Co-Coordinator for the Missouri Department of Higher Education (MDHE) program review
- Serve as a member for the Faculty Recruitment and Retention Committee (FFRC)
- Serve as lead to coordinate myVITA for the Missouri S&T campus
- Oversee post-tenure review
- Oversee faculty workload adjustments
- Respond to and triage day to day inquiries from faculty
- Other duties as assigned.

Required Qualification: Tenured member of the faculty at Missouri S&T and holding the rank of Professor.

Preferred Qualifications: Demonstrated excellence in the areas of teaching, research, and service. Excellent communication skills, strong attention to detail, demonstrated ability to manage multiple, complex projects, and demonstrated ability to work effectively with faculty from many disciplines. Experience with faculty governance.

All applicants who are interested in applying, should email their Vita and cover letter to Connie Hudgens at [connieh@mst.edu](mailto:connieh@mst.edu) ATTN: Position #00062178 by Close of Business March 1, 2018.