UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Vice Provost for Faculty Affairs

DIVISION: Academic Affairs

REPORTS TO: Provost and Vice President for Academic Affairs

GRADE: 20

SUPERVISES: Professional, technical and clerical staff

BASIC FUNCTION:

Serve as a liaison between the University faculty and the Office of the Provost and Vice President for Academic Affairs, ensuring the faculty perspective is reflected in strategic planning, goals and policies considered by the administration. Assist Provost with curricular transformations; globalization of the undergraduate and graduate student body and academic programs/partnerships; promote diversity and equity within the University community; assist with the tenure and promotion process; and interface with Faculty Senate on curriculum and academic programs. Personnel from the Office for the Advancement of Teaching and Learning and Office of International Students and Scholars report directly to the Vice Provost as well as the Assistant to the Provost for Global Strategies & Academic Partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversight responsibility for combining and coordinating work centered on assessment, teaching and learning including academic guidelines and policies. Assist the Provost with curricular transformations by overseeing the duties, accomplishments and innovations of the Office for Advancement of Teaching and Learning.

Interface with Faculty Senate on curriculum and academic programs by serving on Faculty Senate Committees, such as, but not limited to, the Curricular Affairs Committee, the General Education Committee, and the Learning Outcomes Oversight Committee.

Assist the Provost with global strategic planning and goals; international educational, research and service programs/partnerships; and undergraduate and graduate recruitment and retention by overseeing the duties, accomplishments and innovations of the Assistant to the Provost for Global Strategies & Academic Partnerships and the Office of International Students and Scholars.
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Assist the Provost with initiatives related to diversity and equity including but not limited to serving on committees that address key issues related to faculty recruitment and retention.

Assist the Provost in the annual organization and review with regard to promotion and tenure as well as streamlining protocols and procedures.

Participate actively as a member of the Provost Office Team.

OTHER DUTIES AND RESPONSIBILITIES:

Act in the absence of the Provost on matters delegated by the Provost.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Earned doctorate and minimum five years as a leader in higher education, including experience in teaching, research and administration; knowledge of and experience with assessment, academic programs and planning techniques, and systems of university governance; ability to communicate effectively orally and in writing and to organize, coordinate and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; strong interpersonal skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.