

Job Code:100846
Position #: NUNC.. (E)
Developed by: CK
Reviewed by: AMC, LK
Approved by:.....LK
Date:..... 02/17

The University of Rhode Island
Position Description

TITLE: Vice Provost for Academic Personnel and Budget

DIVISION: Office of the Provost

REPORTS TO: Provost and Vice President for Academic Affairs

GRADE: 20

SUPERVISES: Professional and support staff

BASIC FUNCTION:

Provide leadership and guidance with respect to human resources for the Division of Academic Affairs relative to hiring and retention of faculty and assist with academic staff, sabbatical review and approvals, assist in collective bargaining, and working closely with other Vice Provosts and Deans and as liaison with the Office of Budget and Financial Planning to provide oversight of academic finances and guide the strategic allocation of resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Working with the Offices of Human Resource Administration and Affirmative Action, ensure an effective hiring process for faculty, deans and other Academic Affairs personnel that facilitates timely and competitive hiring and retention of academic personnel.

Advise and consult with Deans on all matters relating to the hiring of faculty, including salary, appointment letters, set up costs, relocation expenses, etc., and to Deans concerning personnel policies, faculty hiring practices, and salary data.

Assist the Provost and Vice President for Academic Affairs and the President with labor relations strategies, contract negotiations, grievances and arbitrations, and administrative proceedings working closely with University Attorneys, external legal counsel, and Human Resource Administration.

Assist in the collective bargaining process and administer collective bargaining agreements.

Work in collaboration with the Deans and as a resource in regard to academic personnel and unit performance issues (data and tracking related to FTE per student, credit hours taught, etc.).

Ensure the timely and accurate collection and dissemination of unit performance data and its appropriate consideration in unit reviews and resource allocation processes.

Manage faculty issues and grievances pertaining to conditions of employment.

Provide academic context and guidance in financial planning and ensure strategic management of resources within Academic Affairs in conjunction with strategic priorities of the Academic Plan while working closely and collaboratively with the Provost's executive staff, the Deans, and the Budget and Financial Planning Office.

Ensure effective and efficient budgeting processes, practices, and transactions within Academic Affairs and adherence to strategic budget principles within the Division.

Act in the absence of the Provost and Vice President for Academic Affairs on issues delegated by the Provost or President.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and software including Microsoft word, Excel, PowerPoint, Adobe, and electronic database and spreadsheets, and calculators.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: An earned doctorate in an academic field; Minimum of eight years of academic experience in a position as an Associate Professor or higher with tenure; Demonstrated experience in an administrative position, such as department chair, Associate Dean, or Director; Demonstrated knowledge, skills, and experience in human resource areas (i.e. labor relations,

collective bargaining, mediation, administration, etc.); Demonstrated knowledge of budgets and budgeting processes within higher education; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to organize, collaborate, coordinate, and develop policies and programs; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in negotiation, mediation, and conflict resolution; and, Demonstrated experience in successful cross-unit/departmental collaboration.

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