

VP of Faculty Affairs, Instruction, and Retention 10/26/2023

Job Summary:

The Vice Provost for Faculty Affairs, Instruction, and Retention is critical in advancing NDSU and the Provost's academic mission by providing strategic leadership, support for faculty-related matters, and our five priorities: R1, DEI, Well-Being, Land Grant, and Retention/Recruitment. The VP is responsible for developing and implementing policies and initiatives that support faculty recruitment, development (teaching, research, and service), and retention. The VP collaborates closely with the Provost, Deans, Department Chairs/Heads, VP of RCA, and other university leaders to ensure the continued excellence of the faculty.

Responsibilities:

FACULTY AFFAIRS

Faculty Recruitment and Onboarding:

- Develop and implement strategies for recruiting top-tier faculty members.
- Support faculty hiring processes, ensuring fairness, transparency, and adherence to university policies.
- Facilitate the onboarding of new faculty members, including orientation and mentorship programs.

Faculty Development:

- Develop and oversee faculty development programs, including workshops, seminars, and training opportunities.
- Work with RCA to support faculty development in pursuing research, scholarship, grants, and creative activities.
- Promote diversity, equity, and inclusion within the faculty and provide ideas for inclusive teaching practices.
- Coordinate university faculty awards.

Faculty PTE and Annual Review Process:

- Coordinate and update faculty PTE schedule, processes, and training.
- Provide guidance and support to faculty members seeking promotion and tenure.
- Support the integrity and rigor of evaluation processes.

Academic Policies and Procedures:

- Collaborate with academic units to develop/update academic policies and procedures.
- Advocate, interpret, and enforce university policies related to faculty affairs.

- Provide counsel for faculty grievances and disputes.

Data Analysis and Reporting:

- Work with OIRA to analyze data related to faculty demographics, performance, and satisfaction.
- Prepare reports and recommendations for the Provost's office and university leadership, faculty, and staff to inform decision-making.

Collaboration and Communication:

- Foster collaboration and communication among faculty, department chairs, deans, and other university stakeholders.
- Represent the Provost's office in faculty-related matters and serve as a liaison to faculty committees and organizations.
- Coordinate new faculty orientations, leadership workshops, and conversations.

Diversity and Respect:

- Foster the Advance Forward initiatives and continue its mission and values for women and underrepresented faculty.
- Work with the President's Council on Diversity, Inclusion, and Respect on strategies to implement their recommendations.
- Work with the Commission on the Status of Women Faculty, NDSU Advocates and Allies, Search Committee Training, PTE Committee Training, Faculty Fellows.

INSTRUCTION

Academic Excellence:

- Lead efforts with the Office of Teaching and Learning to enhance the quality of teaching across the university.
- Collaborate with academic deans and department chairs/heads to promote faculty support for teaching methods, innovative curriculum development, and assessment of student learning outcomes.
- Provide faculty support for instructional excellence, including workshops, seminars, and mentoring specifically related to PTE.

RETENTION

Faculty and Student Retention:

- Develop and Implement Retention Strategies: seek feedback and work towards comprehensive faculty retention strategies that align with the NDSU's mission and

values in order to attract, support, and retain a diverse and accomplished faculty community.

- Implement strategies to enhance faculty job satisfaction and well-being.
- Address faculty retention issues, working with departments and colleges to identify and mitigate challenges.
- Work with the President's Council on Retention's recommendations to implement strategies (time-saving, efficient, sharing ideas) that help faculty improve student retention rates, with a focus on at-risk and underrepresented student populations.

OTHER

- Special projects and initiatives as assigned by Provost.

Minimum Qualifications:

- Full Tenured Professor.
- Substantial experience in higher education administration, including faculty affairs or academic leadership roles.
- Strong understanding of academic policies, procedures, and best practices.
- Exceptional interpersonal and communication skills.
- Demonstrated commitment to diversity, equity, and inclusion in academia.
- Strategic thinking and problem-solving abilities.
- Excellent organizational and project management skills.
- Collaborative and team-oriented approach to leadership.
- Served in an academic leadership role, such as Associate Dean, Chair/Head, etc.

Preferred Qualifications:

- Broad range of Department, College, and University committee experience.
- PTE Committee experience or administrative role in PTE.