

**UNIVERSITY OF MASSACHUSETTS DARTMOUTH
POSITION DESCRIPTION**

OFFICIAL JOB TITLE: Associate Provost for Faculty Affairs and Undergraduate Education

DIVISION: Academic Affairs

DEPARTMENT: Office of the Provost

BARGAINING UNIT STATUS: Non-Unit

FLSA STATUS: Exempt **EEO STATUS:** 1.2 **JOB CODE:** 023

REPORTS TO: Provost and Vice Chancellor for Academic Affairs

SUPERVISES: Office of Faculty Development

SUMMARY PURPOSE OF POSITION:

The Associate Provost for Faculty Affairs and Undergraduate Education (APFAUE) provides senior-level administrative assistance to the Provost in executing the Division of Academic Affairs' mission and responsibilities, emphasizing faculty success and undergraduate education. The associate provost will be primarily responsible for managing faculty personnel matters, faculty development, recognition, and well-being, and assessing and enhancing the student learning experience, including quality of instruction and curricular impact. As a member of the provost's leadership team, the associate provost collaborates with Associate Provosts, faculty and campus leadership to set strategic priorities and sustain policies and programs that advance academic excellence. Exceptionally high degrees of confidentiality and discretion are required in this position. As such, the incumbent is a confidential employee as defined in M.G.L. Chapter 150E, Section 1.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:

Faculty Affairs

1. **Faculty Recruitment and Development:** Work closely with department chairs and search committees to help recruit and recommend qualified and diverse faculty members. Facilitate faculty development programs, including mentoring, workshops, and resources to enhance teaching effectiveness, research productivity, and professional growth.
2. **Personnel Actions:** Manage all institutional faculty personnel processes, including probationary faculty reviews, promotion and tenure reviews, post-tenure reviews, and emeritus appointments. Administer policies related to academic appointments with teaching functions, including contract faculty and teaching staff classifications, promotion, and review.
3. **Faculty and Curricular Diversity and Inclusion:** Promote and support initiatives to enhance faculty diversity and inclusivity. Collaborate with relevant stakeholders to develop strategies for recruiting and retaining diverse faculty members. Foster an inclusive and equitable academic environment. Analyze and identify opportunities to further diversify the curriculum and enhance pedagogical innovations (e.g., experiential learning, technology, community engagement).

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4. Faculty Advancement: Initiate and lead programs to support, enable, and recognize faculty achievement, including awards and fellowships at the university, national and international levels.
5. Maintain an updated *Faculty Handbook* and the faculty resource website.
6. Manage processes for faculty travel, sabbatical/leave of absence requests, and visiting scholar/scientist (honorific) appointments.
7. Academic Units: Provide oversight of the Office of Faculty Development (OFD); establish and oversee the Center for Teaching Excellence and Innovation; establish and oversee an academic leadership program.

Undergraduate Education

1. Undergraduate Academic Program Oversight: Collaborate with academic deans and department chairs to ensure the development, review, and assessment of undergraduate academic programs. Facilitate the establishment and maintenance of academic standards, curricula, and policies to promote educational excellence.
2. Academic Assessment and Accreditation: Contribute to the assessment of academic program effectiveness and outcomes. Identify areas for improvement and foster initiatives to enhance institutional effectiveness. Manage seven-year academic program reviews (AQAD); coordinate all aspects of state and federal academic compliance, including accreditation by the New England Commission of Higher Education (NECHE).
3. Academic Policies and Procedures: Actively participate in developing, implementing, and reviewing academic and faculty policies and procedures. Ensure compliance with accreditation standards, governmental regulations, and institutional policies, including academic integrity. Work closely with the Associate Provost for Student Success in reviewing and revising policies that hinder student progress.
4. Administer all aspects of all undergraduate academic program planning and proposal processing.
5. Serve as Provost's liaison to UMass President's Office and DHE as required for academic reporting.
6. Lead collaborative efforts to help foster and develop emerging interdisciplinary academic offerings.
7. DEI: Work with the Office of DEI in efforts to ensure diversity, equity, and inclusion in educational and professional opportunities.
8. Institutional Committees and Task Forces: Serve on institutional committees and task forces related to undergraduate education. Provide expertise and represent the Provost's office in relevant meetings and initiatives.

Others

1. Participate in and represent the Provost on national organizations that advance the UMass Dartmouth mission.
2. Shared Governance: Serve as Provost's liaison to the Faculty Senate on issues relating to faculty affairs and academic standards.
3. Coordinate special events as planned with the Provost.
4. Complete other duties as assigned.

QUALIFICATIONS:

Education: An earned doctorate or equivalent from an accredited college or university.

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Experience: This position requires an experienced and visionary faculty member who brings complementary strategic and managerial strengths. The successful candidate should have distinguished academic credentials, a proven commitment to institutional service, sound judgment, and excellent administrative practices. The Associate Provost will also possess outstanding communication skills, a track record of effective relationships with faculty, staff, administrators, and students, and a demonstrated ability to establish and achieve goals within collective bargaining and shared governance frameworks. The Associate Provost for Faculty Affairs and Undergraduate Education must have demonstrated leadership in formulating policies and academic programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Tenured professor at the University of Massachusetts Dartmouth with a distinguished record of academic achievement.
- Minimum of five years of experience as a department head/chair, associate dean, or other academic administrative position.
- Demonstrated commitment to supporting and engendering academic excellence.
- Strong written and verbal communication skills to effectively collaborate with faculty, administrators, and external constituents.
- Broad familiarity with issues and strategies related to faculty development and academic administration.
- Demonstrated commitment to valuing and actively promoting diversity, equity, and inclusion.
- Ability to plan, manage, and supervise multiple projects and priorities simultaneously.
- Working knowledge of interaction with Faculty Senate and Faculty Federation.
- Working knowledge of UMass Dartmouth academic and faculty policies.
- Familiarity with the University's tenure regulations and the promotion and tenure review process at a departmental, college, and/or University level.
- Experience with academic program review and accreditation processes.
- Experience with academic strategic planning and formulation/tracking of performance accountability metrics.
- Experience with academic quality assessment and use of data analytics to guide continuous improvement processes.
- Ability to mentor emerging faculty leaders while affording new opportunities for senior faculty.
- Proven involvement with programs and initiatives that enhance curriculum, advance pedagogy, and encourage innovative teaching.
- Ability to work with sensitive information and maintain confidentiality.
- A decisive and effective management style.

Desired Qualifications:

- Demonstrated and innovative leadership acumen, including effective communication across boundaries; strong analytical skills, including the ability to link evidence with desired outcomes; and the ability to lead high-functioning teams. Ability to navigate, elicit, and synthesize diverse perspectives and work to achieve consensus. Ability to model inclusiveness by actively seeking to involve others in decision-making.
- Experience shaping strategic vision and planning processes and implementing initiatives with a collegial, responsive, and creative approach. Demonstrated ability to manage large, complex organizational structures and drive initiatives forward.

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- Ability to investigate and analyze problems from a broad and interactive perspective, using appreciable ingenuity to develop imaginative, innovative, and strategic solutions, and to negotiate and resolve highly sensitive, complex, and/or unprecedented problems.
- Demonstrated ability to improve processes and procedures in a collaborative manner.
- Evidence of demonstrated leadership/administration of a unit/department, supervision of staff, management of fiscal resources, and implementation of programs.
- Demonstrated experience in resource management and evidenced-based decision-making with appropriate feedback from other relevant stakeholders.
- Ability to utilize appropriate data analysis and statistical techniques to analyze assessment and institutional data.

ENVIRONMENTAL DEMANDS

- Work generally performed in an office.
- Frequent work performed with other people.
- Frequent interactions with staff and managers.

PHYSICAL REQUIREMENT

Physical Activity Frequency

Sitting	
Frequent	
Walking	Occasional
Climbing Stairs	Occasional
Crouching/Bending/Stooping	Occasional
Reaching	Occasional
Grasping	Occasional
Pushing/Pulling	Occasional
Near Vision	Constant
Far Vision	Constant
Talking	Constant
Smell	Rare
Lifting/Carrying (20 lbs.)	Occasional
Travel	Occasional

Frequency Key (hours per day): Never = 0 hours; Rare = up to 1 hour; Occasional = 1 to 3 hours; Frequent = 3 to 6 hours; Constant = 6 to 7½ hours.

TOOLS AND EQUIPMENT USED

- Standard office machines and equipment
- Telephone
- Personal Computer

March 2024

