Georgia Institute of Technology **Vice Provost for Faculty**

The Georgia Institute of Technology invites applications and nominations for the position of Vice Provost for Faculty (VPF). Reporting to the Provost and Executive Vice President for Academic Affairs, the VPF is responsible for delivering an exceptional faculty experience through the recruitment, advancement, and retention of a diverse and talented faculty workforce including tenured and non-tenured faculty from a broad range of academic and research areas; and supporting and advocating for the interests of academic, research, teaching, and administrative faculty members. This is a full-time faculty position.

Position Scope and Responsibilities

The Office of the Vice Provost for Faculty (VPF) supports and advocates for the interests of faculty members as and is a dedicated strategic leader with responsibility and focus on creating an exceptional experience for all members of the faculty. Examples of expected responsibilities of the VPF include but are not limited to:

- Recruit and retain diverse faculty, ensure equity, and cultivate an inclusive community that fosters growth. Support and respond to the needs of deans, school chairs, and GTRI leadership in the recruitment, hiring, retention of academic and research faculty, including special circumstances such as strategic/target of opportunity hires and dual career opportunities.
- Advise leadership and advocate for faculty needs in the workplace, including matters related to faculty work-life balance, dual career families, career development, and diversity, equity, and inclusion objectives.
- Create consistency and uniformity by delivering an exceptional faculty experience through the full life-cycle of the faculty career from recruitment to retirement and across the Institute.
- Lead and collaborate with other offices that provide services to faculty to provide holistic professional development (orientation programs, career guidance and professional development in instruction, research, and leadership, etc.)
- Support and advise institute leadership in the recruitment, development, and support for academic and research faculty leaders, including coordinating and overseeing related searches and supporting executive level hires.
- Serve, advocate for, and support all faculty (including tenure-track, research, instructors/lecturers, other non-tenure-track, and academic professionals) as researchers, scholars, teachers, and administrators.
- Cultivate community amongst faculty members.
- Lead and serve as the Office of the Provost point of contact on grievance, conflict resolution, and progressive discipline issues and processes.
- Interpret policies and manage faculty personnel processes and policies.
- Serve as the Institute point of contact to collaborate with and support faculty governance, including Faculty Handbook. Works closely with the provost, deans, GTRI leadership, associate deans, school chairs, legal counsel, and human resources on a range of faculty affairs issues, policy development and alignment, accreditation, and compliance with the Faculty Handbook and other university requirements.

- Coordinate activities and provide guidance in the career trajectory processes for faculty (RP&T, post tenure review, Regents' Professor & Researcher selection, Distinguished Professor selection, promotion processes for research and non-tenure-track faculty, etc.) and advise academic faculty on P&T and other issues.
- Oversee, coordinate, and advise unit leaders and representatives on processes, policies and matters related to endowed and named faculty positions.
- Oversee and coordinate the institute's processes related to internal faculty awards and promoting Georgia Tech's faculty by responding to external faculty award opportunities.
- Advise and support the work of the Assistant Provost for Academic Advocacy and Conflict Resolution and the Faculty and Graduate Student Ombuds in handling grievances against faculty and scholarly misconduct allegations against any Georgia Tech employee.
- Lead and direct operations and procedures that support administrative excellence and continuous improvement for effective, efficient, and streamlined processes in support of hiring, developing, retaining, and supporting faculty.
- Represent the Office of the Provost and Institute leadership on selected commissions, committees, and task forces.

VPF Reporting Units

The Vice Provost provides direct supervision of administrative and support services within the Office of the Provost and provides leadership in promoting and assuring excellence within the faculty. Functions, programs, offices, and staff within the structures may be adjusted and established to ensure alignment with the mission, values and goals of the strategic plan and the Provost's Office. Offices and programs currently assigned to the VPF include:

- Office of Faculty Affairs
- Advocacy and Conflict Resolution
- Faculty Professional Development

About the Office of the Provost

The Provost and Executive Vice President for Academic Affairs is the chief academic officer of the Institute. All academic and academic support units, including the colleges, library, and professional education, report to the Provost. The Provost oversees academic and budgetary policy and priorities, ensures the quality of the student body, the faculty, and maintains educational excellence. The Provost also has oversight responsibility for issues associated with the recruiting, hiring, retention, and performance of faculty and academic administrators and for the Institute's promotion and tenure process.

Position Qualifications

Applications will be accepted from current members of the faculty (tenured, tenure-track, and non-tenure-track) at the Georgia Institute of Technology. Preference will be given to individuals currently or previously holding tenure. The faculty and tenure status will be determined by the qualifications of the selected individual. Applicants should have a strong record of scholarship as well as evidence of success in administrative leadership roles. The ideal candidate will be familiar with issues in higher education, be an intellectual leader among the faculty, a strong advocate for all faculty, an energetic and conscientious administrator and demonstrate a commitment to inclusion and diversity across a broad field of academic and research disciplines. Further, the VPF will promote the Institute's Strategic Plan and work as an integral

member of the Provost's and Institute leadership team to further the Institute's vision, mission, and goals.

Nominations and Applications

All nominations should be directed in confidence to the search committee chair, or any member of the search committee. A link to the application is available on the search website: https://provost.gatech.edu/leadership-searches.

Complete applications should include:

1) Cover letter that outlines the applicant's experience, qualifications, and approach to creating a diverse and talented faculty workforce and supporting and advocating for the interests of academic, research, teaching, and administrative faculty members.
2) Full and current *Curriculum Vitae*
3) List of five internal and external references with contact information

While applications and nominations will be received until the Vice Provost is selected, interested parties are encouraged to submit their materials no later than November 28, 2021 to assure optimal consideration.