

University of Kentucky
Associate Provost for Faculty Advancement
Leadership Profile for National Search (2023)

The Associate Provost for Faculty Advancement is a significant administrative position within the University of Kentucky's Provost's office and is involved in developing and operationalizing university policies which affect the entire faculty life cycle and providing leadership for faculty development and success across the institution. The University of Kentucky (UK) Office of the Provost invites nominations and applications for this position. Both internal and external candidates welcome. This is a full-time position.

The Associate Provost for Faculty Advancement will lead the Office for Faculty Advancement (OFA), which currently consists of 14 staff members.

The Associate Provost for Faculty Advancement position is one which can affect positive change in the lives of UK's faculty members. In addition to updating and operationalizing policies and processes which directly affect UK's faculty, the office is also responsible for professional development programs for faculty at the university level, as well as university-level faculty awards and recognition. Assisting in this process is a dynamic staff including a faculty affairs coordinator, a faculty systems coordinator, a business analyst, and the Director of the Center for the Enhancement of Learning and Teaching, which includes eight professional staff focused on educational development for all faculty, staff, and other instructors in support of the university's teaching mission. OFA also has part-time Assistant Provost positions, which the successful candidate will be able to fill.

Responsibilities of the office include:

- Leading the implementation of faculty life cycle processes, including position approval, offer letter approval, appointment, progression (including promotion and tenure), leave requests, retirement, and non-STEPS post-retirement appointments.
- Developing, promoting, and facilitating university-wide innovative faculty development and recognition programs that foster career progression, both internal to UK (e.g., promotion and tenure workshops, Chair's Academy) and external (e.g., South Eastern Conference initiatives including the Academic Leadership Development Program).
- Serving as ex-officio member of the Senate Advisory Committee on Faculty Affairs and working with the Faculty Senate and Senate Council on relevant faculty issues.
- Collaborating with the Associate Vice President and Associate Provost for Diverse Faculty Success, working together to promote a culture of belonging and success for all faculty members at the university.
- Leading the Faculty Affairs Working Group, composed of college liaisons involved in similar responsibilities, to ensure compliance and reduce variability in college procedures for implementing and documenting the faculty life cycle.
- Collaborating with the Center for the Enhancement of Learning and Teaching to support excellence in teaching and learning across campus.
- Providing leadership to deans, chairs, and other academic leaders to creatively and confidentially resolve faculty performance or discipline matters.

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Desired Qualities and Skills: This innovative leader will exhibit a steadfast commitment to faculty advancement, which includes innovation in faculty life cycle management; creative conflict resolution, effective faculty and leadership development programming, and strong communication and planning skills. The successful candidate will have a record of excellence in an academic faculty position, with experience in administration, budgeting, and supervision of both faculty and staff. This position requires a person with a steady demeanor, and a passion for continuing to build an inclusive, collaborative, and respectful campus environment. Creative problem solving and an anticipatory predisposition would be helpful.

Preferred Experiences: The desired skills and qualities should be demonstrated by evidence of appropriate and successful career experiences including, as examples, the following:

- Successful leadership in higher education and/or administrative role (e.g., Vice-Chair, Chair, Associate Dean, or Dean of an academic unit, etc.).
- A strong commitment to the promotion and advancement of a welcoming and inclusive environment for all.
- A successful record of collaboration across disparate groups (e.g., Graduate Council, University Senate, Legal Counsel, Institutional Equity and Equal Opportunity).
- A commitment to faculty excellence, including the areas of teaching and learning.
- Successfully leading the response to multiple time sensitive complex challenges simultaneously.
- Successfully mediating/resolving sensitive personnel matters, especially related to faculty.
- Commitment to ensuring compliance with university rules and policies (e.g., Governing Regulations, Administrative Regulations, and Senate Rules).

Required Qualifications: Earned Ph.D. or other terminal degree in applicant's field of study, along with a faculty appointment at the rank of Professor, with tenure.