

**University of Kentucky**  
**Associate Provost for Faculty Advancement**  
**Leadership Profile (2025)**

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. This is a full-time position.

The Associate Provost for Faculty Advancement will lead the Office for Faculty Advancement (OFA), which currently consists of 18 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 overseeing and operationalizing policies and processes which directly affect UK's faculty, the office is also responsible for professional development programs for faculty, as well as university-level faculty awards and recognition. Assisting in this process is a dynamic staff including an Assistant Provost for Faculty Development, an Assistant Provost for Teaching and Learning, a Faculty Systems Director, and others. 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 is part of OFA.

Responsibilities of the office include:

- Oversight and approval of all 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.
- Supporting deans through faculty administrative appointments, dual career partner opportunities, faculty retention requests, equity assessments and adjustments, and other faculty issues.
- 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., Southeastern Conference initiatives including the Academic Leadership Development Program).
- 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.
- Oversight of faculty overloads (form F process), Distribution of Effort (DOE) processes, faculty assessments and evaluations, appeals, and individual consultations as needed
- Management of the Teacher Course Evaluation (TCE) systems.

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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. Knowledge and familiarity with UK rules and regulations, and common challenges in faculty lifecycle processes an asset.

**Service Excellence:** Proactively and regularly initiate contact, promote excellent customer service and work in partnership with other vested parties (internal and external) throughout the University to meet objectives and associated requirements set by the President, Provost and college deans. Develop and secure effective working relationships with peers, supervisors and leaders within and across organizational lines to achieve desired outcomes. Involve others in developing strategy, corresponding tactics and in setting and evaluating performance objectives and measures. Expand professional knowledge through training, classes and seminars of UK policy, procedures and systems. Think broadly and long-term, recognizing the impact of decisions and actions on the entire University and its clients (internal and external) over time. Invite information, constructive criticism and cooperation from others. Balance the ideal with the practical in achieving results. Promote the importance of employee engagement to drive business success. Create and maintain a strong service orientation. Demonstrate a willingness to work weekends and other non-traditional work hours as needed.

**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.