

Assistant Vice Provost – Faculty Affairs

Reporting to the Senior Vice Provost (SVP), the Assistant Vice Provost for Faculty Affairs is responsible for ensuring excellence and leadership of UNM's faculty success. This 1.0 FTE 12-month administrative position is designed to enable the successful candidate to gain experience in higher education leadership and to develop many of the skills necessary for directing initiatives and supporting vital processes.

The Assistant Provost for Faculty Affairs will be responsible for the design, development, implementation and oversight of innovative faculty development programs for University of New Mexico's professoriate at all career stages. The Assistant Provost will work closely with deans, department chairs, faculty, and other internal and external stakeholders to ensure faculty have the support and opportunities they need to excel. The Assistant Provost for Faculty Affairs will also oversee Counseling Assistance and Referral Service (CARS), Center for Regional Studies (CRS), and ADVANCE; and partner with the SVP, the Office for Academic Personnel, and the Office of University Counsel to assist with internal faculty grievances.

Through close collaboration with schools/colleges, branch campuses, and departments, the Assistant Provost for Faculty Affairs will:

Build and Support Outstanding and Diverse Faculty:

- New faculty and graduate student assistant orientation
- Career development for faculty
- Awards and recognition programs
- Faculty fellows program
- Mentoring and community-building programs
- Liaison to select Faculty senate committees and faculty development associations (e.g., AACU.org; Professional and Organizational Development Network in Higher Education)

Develop and Support Academic Leaders:

- Chairs' Colloquium
- New chairs' orientation and onboarding
- New deans' orientation and onboarding
- Academic leadership development opportunities

Supervise and support:

- CARS
- ADVANCE
- CRS

Qualifications:

Minimum qualifications

- Current employment as a University of New Mexico Full Professor (with tenure)
- Demonstrated effectiveness as a leader of an academic unit (program, department)

Preferred qualifications

- Ability to foster collaboration and trust, and to work collegially
- Demonstrated commitment to advancing diversity, equity, and inclusion
- Evidence of a commitment to shared governance
- Record of significant engagement across the University
- Superior interpersonal and communication skills
- Substantial personnel management experience, including complex and difficult personnel issues
- Ability to manage multiple, competing priorities and meet deadlines while working in a complex organization
- Excellent judgment with the ability to manage highly sensitive, confidential data and information

Application, Inquires and Nominations

Electronic submission of applications materials is required.

Application materials should include: Current CV; a cover letter expressing interest in and qualifications for the position; and a list of 3-5 professional references. The best consideration date for application materials is October 25, 2024.

Applications to be submitted via [UNMJobs](#) referencing Req31113.

Nominations and inquiries to be directed to Provost's chief of staff, Jennifer Love at jenlov22@unm.edu