

Interim Special Assistant for Faculty Affairs

Interim Appointment: Starts November 2023 at .25 FTE; transitions to .75 FTE in Jan 2024 through June 2024.

Supervisor: Andrew Daire, Provost and Vice Chancellor for Academic Affairs

The Interim Special Assistant for Faculty Affairs leads and supports the institution's strategic commitment to organizational and cultural practices and programs that promote faculty and academic staff professional development and career success. In enhancing UW–Milwaukee's mission as an urban access and research institution, the Special Assistant for Faculty Affairs works closely with shared governance, academic deans, the Office of Research, the Office of Diversity, Equity and Inclusion, the Office of Legal Affairs, the Office of Compliance, Human Resources, the Ombuds Council and various administrative units across the institution in support of faculty and academic staff. The role oversees and provides supports regarding faculty and academic staff personnel matters, faculty promotion and tenure, faculty and academic staff professional development, leadership training, compliance reporting, workload policy, grievances and conduct investigations, and other issues related to academic personnel and their concerns.

RESPONSIBILITIES

1. Faculty and academic staff personnel matters
 - Review and process Chancellor/Provost approval of recruitment requests for faculty and academic staff positions in Academic Affairs units including schools and colleges.
 - Review and process Chancellor/Provost approval of faculty, academic staff, and university staff hires in Academic Affairs units including schools and colleges.
 - Conduct institutional level reviews of promotion and tenure cases and make recommendations to the Provost. Submit tenure and promotion cases to UW System Administration for Board of Regents approval (on-cycle and off-cycle cases).
 - Review post-tenure review reports and recommend Provost's actions as needed per UWM PTR policy. Review requests for tenure clock extensions and make recommendations to the Provost.
 - Coordinate faculty sabbatical program for UWM including disseminating the annual sabbatical guidelines and review of sabbatical proposals submitted by the Deans. Coordinate UW System review of sabbatical proposals in a timely fashion.
 - Serve as a resource to Deans on policies and procedures on faculty hire, tenure, promotion, post-tenure review, non-renewal, tenure clock extensions, faculty sabbatical program, and leaves of absence.
 - Conduct institutional-level review of requests for indefinite status for academic staff across all divisions and make recommendations to the Chancellor.

- Review and approve (with consultation with the Provost as needed) as the Chancellor's Designee the following: temporary base adjustments, overload payments, requests for summer payments in excess of 2/9, and salary adjustments in Academic Affairs division including schools/colleges, and recruitment waivers across all divisions.
 - Be responsible for compliance with faculty and academic staff personnel policies for all personnel decisions at the Provost level.
 - Serve as a resource for Deans and Directors in Academic Affairs Division on complaints and grievances, disciplinary investigations/actions.
 - Serve as the main liaison with Central HR and Shared Services for personnel actions in the Academic Affairs division (not including schools/colleges).
 - Serve as a resource to the Provost on personnel matters.
 - Partner with the Vice Chancellor for Diversity, Equity and Inclusion to develop strategies to enhance faculty diversity and retention.
2. Professional development for faculty and staff
- Coordinate professional/leadership development for department chairs and associate deans.
 - Orientation and onboarding of new faculty and instructional academic staff.
 - Coordinate leadership development programs for faculty and academic staff across various career stages.
 - Oversee the Center for Excellence in Teaching and Learning (CETL), which provides workshops, conferences, online resources, and consultations for faculty and teaching staff on curriculum design, online and hybrid teaching, open-source course materials, inclusive teaching and learning, active learning, and effective pedagogy. CETL also manages our learning management system (Canvas) with the greatest number of users and courses among all UW institutions.
3. Compliance responsibilities
- Serve as Academic Affairs representative as assigned to UWM compliance workgroups.
 - Investigate complaints (including UWSA hotline complaints) as assigned.
 - Review Level 3 grievances on behalf of the Provost and make recommendations.
 - Serve as reviewer (first or second level) of outside activities reports for Academic Affairs as assigned.
 - Coordinate with the Office of Sponsored Programs on the review of requests involving extramural funds for compliance.
 - Participate in compliance training for department chairs and associate deans.
4. Policy development and support (in collaboration with VP for Academic Affairs)
- Monitor changes to HLC and UW System policies related to academic partnerships and faculty policies and initiate revisions of UWM policies and procedures as needed.
 - Serve as a resource to the Provost, Academic Affairs division directors, and Deans on policy matters.

5. Strategic projects as assigned by the Provost or Chancellor.

REQUIRED QUALIFICATIONS:

- Faculty with a record of research, teaching and service accomplishments consistent with a tenured position as associate professor.
- Leadership experience of an academic unit (center, department, division, or similar academic functional area) for at least five years.
- Experience working with and knowledge of personnel policies, equitable hiring practices, faculty professional development, academic and research assessment, tenure and promotion process, and related policies.
- Experience in executing confidential personnel or conduct investigations to ensure equitable treatment and institutional integrity.

PREFERRED QUALIFICATIONS

- Leadership of and significant participation in shared governance committees is required also.
- Experience in various areas of faculty and academic staff professional development, including areas of teaching, research and administrative professional development.
- Experience fostering a culture of transparency, equity, inclusion and professional development and growth.

EXPECTED COMPETENCIES:

- Strong leadership skills with the ability to motivate stakeholders and guide teams toward shared institutional goals.
- Excellent writing and presentation skills with the ability to articulate complex ideas in an accessible manner, to engage and persuade stakeholders toward the institutional vision, and to positively represent the institution to external stakeholders.
- Strong and timely problem-solving and decision-making skills based on analysis of quantitative and qualitative data and an extensive understanding of the higher education landscape.
- Commitment to fostering inclusive excellence in institutional programming, personnel, and initiatives.
- Strong relationship building skills and emotional intelligence to foster collaborative relationships, engage stakeholders, and resolve conflicts toward positive outcomes.
- Ability to lead, manage and communicate organizational change, adapt to new circumstances, and innovate in a dynamic higher education environment.
- Ability to foster a culture of innovation, creativity, and continuous improvement in teaching, research, and student success.
- Demonstrated skills in strategic thinking with the ability to create and assess long-term plans within academic programming and the institution.