

**Vice Provost for Faculty Affairs
University of Wisconsin—Milwaukee**

The University of Wisconsin-Milwaukee (UWM) is Wisconsin's second-largest university, with a unique dual mission of access and research to provide high-quality education for students from all backgrounds. UWM is one of 146 top research universities recognized as "R1" by the Carnegie Classification of Institutions of Higher Education. In addition, UWM received the Community Engagement Classification from the Carnegie Foundation for the Advancement of Teaching, making UWM one of a limited number of institutions to have both Carnegie R1 and Community Engagement classifications.

UWM's unique dual mission of research and access makes it a driving force in the economy of the region and the state. Two-fifths of our students are the first in their families to attend college. One-third are Pell eligible, and one-quarter are from historically underrepresented minority groups. UWM was recognized in 2022-23 as a Top 10 Military Friendly school by VIQTORY and a Top 40 LGBTQ+ Friendly school by Campus Pride Index. UWM has partnered with other educational institutions to improve the success of all students. A leader in workforce development, UWM co-founded the Higher Education Regional Alliance in 2019 to help build Southeastern Wisconsin's talent pipeline. The alliance includes 18 colleges and universities, as well as community and economic development partners. In 2021, UWM helped launch the Milwaukee Anchor Collaborative, a group of health care and educational institutions committed to diversifying their workforces and hiring from Milwaukee's poorest neighborhoods.

UWM celebrates, values and promotes the diverse voices and experiences of its students and employees and our community partners. We believe diversity enriches and strengthens our institution. UWM is committed to providing equitable access to opportunities for students and employees from every background. We aspire to create a campus climate that is welcoming to all. Learn more here: <https://uwm.edu/diversity-equity-inclusion/about-dei/>.

THE POSITION:

The Vice Provost 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 Vice Provost for Faculty Affairs works closely with shared governance, academic deans, the Office of Research, the Division 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. The position reports to the Provost and Vice Chancellor for Academic Affairs. This position

collaborates closely with the Vice Provost for Academic Affairs, especially on projects of overlapping interest, as well as other members of the Provost's Office.

AREAS OF RESPONSIBILITY:

1. Faculty and academic staff personnel matters (50%)
 - Review and process Provost approval of recruitment requests for faculty and academic staff positions in Academic Affairs units including schools and colleges.
 - Review and process 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: 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 (15%)
 - 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 (15%)
 - Serve as Academic Affairs representative as assigned to compliance workgroups at UWM.
 - 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) (10%)
 - 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. (10%)

MINIMUM QUALIFICATIONS

- Earned terminal degree in a field of study appropriate to UWM and a record of research, teaching, and service accomplishments consistent with at least a tenured position as associate professor.
- Record of progressive responsibility in higher education, including leadership 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 activities.

PREFERRED QUALIFICATIONS

- Leadership of and significant participation in shared governance committees.

- 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.
- Experience in executing confidential personnel or conduct investigations to ensure equitable treatment and institutional integrity.

REQUIRED COMPETENCIES:

- Strong leadership skills with the ability to motivate stakeholders and guide teams toward shared institutional goals.
- Demonstrated experiences in advancing initiatives, policy, and practice that leads to more inclusive environments, particularly for those who have been historically underrepresented in the academy, towards excellence in institutional programming, personnel, and initiatives.
- 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.
- 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.