ACADEMIC AFFAIRS
ASSOCIATE PROVOST FOR FACULTY DEVELOPMENT

Opening Date: June 24, 2013
Closing Date: Open until filled

BASIC JOB DESCRIPTION: Stetson University seeks a nationally regarded higher education leader to serve as Associate Provost at a time of special opportunity. The Associate Provost for Faculty Development will develop the new endowed Brown Center for Faculty Excellence and Innovation, complete with a teacher-scholar fellow program and visiting master teacher-scholar. The Associate Provost will play a key role in achieving strategic University goals as the University enlarges the ranks of the full-time faculty in step with the growth of undergraduate enrollment and renewed emphases on academic rigor and excellence, and diversity and inclusive excellence.

The Associate Provost for Faculty Development advances Stetson University’s mission by leading all aspects of faculty development and support with a focus on ensuring academic excellence and innovation and facilitating a learning environment of intellectual vibrancy, personal and social responsibility, success and significance. The Associate Provost reports directly to the Provost and works as part of the senior academic leadership team. The Associate Provost also works collaboratively with the Associate Vice President for Human Resources to ensure integrity of University personnel practices. The primary focus of the Associate Provost is faculty in the College of Arts and Sciences, School of Business Administration, and School of Music; The Associate Provost collaborates with the Dean and Associate Dean for Faculty Development in the College of Law to facilitate University-wide faculty development and support opportunities.

ESSENTIAL JOB FUNCTIONS: Create an innovative vision and sound plan for, and provide entrepreneurial leadership of faculty development and support; Plan, coordinate, and implement academic personnel matters, including faculty grants; sabbaticals; pre-tenure review; tenure and promotion review; and new faculty search and appointment, onboarding, and mentoring; Provide training for faculty, staff, chairs, and deans on faculty personnel processes, including fostering and supporting diversity and inclusion; Develop web resources that communicate clearly the University’s commitment to diversity and inclusion in all personnel practices; Provide relevant resources and opportunities to foster the career advancement of faculty, and create mechanisms for the communication and celebration of faculty accomplishments; Ensure faculty data integrity and accurate reporting that is useful in advancing academic excellence; Maintain knowledge of and assure compliance with employee contracts and appointments, University policies, and personnel processes; Promote and strengthen academic leadership by contributing to professional development and mentoring activities for Department Chairs, Associate Deans, and other academic leaders; Develop and implement professional development programs for emerging faculty leaders; Oversea new faculty onboarding processes, orientation, and pre-tenure faculty development; Work with the Director of Grants, Sponsored Research, and Strategic Initiatives in identifying grants and other funding sources related to teacher-scholar innovation and learning effectiveness; Consult with and collaborate with the Coordinator of University Learning Assessment, the Lead Learning Technologist, deans, chairs, faculty, and others in advancing faculty development and support; Promote a positive image and maintain effective relationships for the Office of the Provost and Vice President for Academic Affairs, including representing the Provost at various meetings, communicating with University administrators, faculty, staff, and students in matters related to the academic program, and lead or serve on selected University committees and task forces; Represent the innovative work of Stetson University through presentations and publications at national and international higher education conferences and other professional venues.

QUALIFICATIONS: Candidates must have a terminal degree in a discipline offered at Stetson University (Ph.D. preferred); a strong record of teaching, scholarship, and service that meets Stetson’s standards for tenure at the Professor rank; a minimum of five years of progressively responsible and successful academic leadership experience in a higher education institution dedicated to academic quality; demonstrated commitment to the promotion of diversity and inclusion, and demonstrated commitment to academic excellence and innovation; Successful candidates will demonstrate: thorough and advanced knowledge of pedagogical and faculty development concepts and research; scholarly literature on teaching, learning, and diversity as a learning asset; learning technologies; and curriculum design knowledge and abilities to develop, interpret, implement, and articulate complex personnel policies knowledge of current diversity and inclusion issues in higher education experience that demonstrates the ability to foster a positive climate consistent with the University’s efforts to promote cultural diversity and inclusiveness, both in terms of inclusive strategies for faculty recruitment and support, as well as strategies for maximizing diversity as a learning asset for all skill in conflict resolution, consultative decision-making, teamwork, effective interpersonal communication, and collaboration with diverse stakeholders; Ability to extract data from multiple systems and design reports that are useful for understanding and decision making; Skilled in the analysis and re-engineering of systems, processes, and procedures; Good judgment, high ethical standards, and responsibility and integrity in working with highly confidential information; Strong administrative leadership experience including personnel management, strategic planning, program evaluation, and leadership of organizational change; Leadership skills that promote dedication, creativity, innovation, and growth.

WORKING CONDITIONS: Duties require some physical effort, i.e. some standing and walking, bending, light lifting; dexterity in the operation of office equipment; extended periods of time at a keyboard; ability to work hours outside the normal University schedule; perceptual demands for discrimination of sound and form.

APPLICATION PROCEDURES: Applicants should supply a detailed current vita and supply the names, addresses, and phone numbers of three references. Candidates are encouraged to highlight skills and experiences that demonstrate a commitment to social justice, diversity and inclusion. All information may be submitted electronically to the Office of the Academic Affairs (provost@stetson.edu) or mailed to the following address: Office of Academic Affairs, 421 N. Woodland Blvd., DeLand, FL 32723. All correspondence will be held in strictest confidence. Applications will be reviewed until the position is filled.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.