

Position Title

Assistant Dean for Faculty Advancement

Position Summary

Administrator responsible for all faculty-related resources, policies, processes and personnel issues. Will focus exclusively on facilitating faculty success by helping faculty and their unit heads, and faculty governance teams, run processes, solve problems and identify opportunities for faculty success. This is initially a 0.25 FTE position.

Duties and Responsibilities

The Assistant Dean for Faculty Advancement will:

1. Have a high level of familiarity of all faculty-related information in the *University Handbook for Appointed Personnel* as well as the UA Faculty Constitution and Faculty By-Laws.
2. Approve Administrator of the Year award and draft letters of support for nominations of CALS faculty for external or university-level awards.
3. Advance emeritus status requests.
4. Coordinate college-level review of promotion and tenure/continuing status. Approve ad hoc committee membership and identify surrogate unit heads when needed for review. Coordinate input from associate deans of mission areas and drafts dean's recommendation letters. Appoint new members to two college-level committees.
5. Administer off-cycle reviews for P&T/CS or track transfers for faculty.
6. Administer tenure clock delays.
7. Administer annual faculty review processes.
8. Manage college participation in UA Vitae, initiating APR process and maintaining records on unit review procedures.
9. Administer Dean's Level Post-tenure Review Audit.
10. Oversee five-year appointed administrator review process.
11. Oversee faculty chairholder review processes.
12. Sign off on sabbatical leave applications.
13. Approve requests for unpaid leave of absence for faculty.
14. Implement faculty professional development, mentoring and succession planning.
15. Participate in shared governance processes.
16. Work with UA Office of General Counsel and Human Resources, as well as Agriculture, Life and Veterinary Sciences, and Cooperative Extension and Experiment Station appointed administrators as required.

Minimum Qualifications

1. Tenured Full Professor or Full Specialist with Continuing Status.
2. Exceptional communication skills and interpersonal skills.
3. Administrative, supervisory, and organizational skills.
4. Evidence of sound decision-making judgment.
5. Ability to work in an ambiguous and evolving environment.
6. Ability to think of innovative solutions to seemingly intractable issues.
7. Willing and able to travel to any Agriculture, Life and Veterinary Sciences, and Cooperative Extension and Experiment Station work location in Arizona.
8. Able to lead and work in complex teams.

Additional Sought-after Qualifications

1. Service as an appointed administrator, Faculty Senator, CALS Faculty Councilor or one of the many other [faculty service groups/committees](#).