

NOVEMBER 2024

KANSAS STATE
UNIVERSITY

ASSISTANT VICE PROVOST FOR FACULTY AFFAIRS

EXECUTIVE POSITION PROFILE

The Opportunity

K-State seeks an experienced leader to fill the role of assistant vice provost for faculty affairs.

Joining the dynamic leadership of Provost and Executive Vice president [Jesse Perez Mendez](#) and newly appointed Vice Provost for Academic Affairs and Innovation [Margaret Mohr-Schroeder](#), the assistant vice provost for faculty affairs will serve as a key member of the vice provost's team, providing direction and support for faculty programs, services, policies and practices. The assistant vice provost for faculty affairs will be instrumental in shaping the faculty experience and advancing the university's strategic goals as outlined in the [Next-Gen K-State](#) strategic plan as the university takes its position as the nation's leading next-generation land-grant university. This role also coordinates and collaborates closely with the Office of the Provost and other major units across the university in matters involving academic personnel.



As a member of the newly created Office of Academic Affairs and Innovation, the assistant vice provost for faculty affairs will have the following opportunities and expectations:

Lead and Innovate in Faculty Affairs – The assistant vice provost for faculty affairs will oversee and coordinate faculty affairs planning, policies and activities, ensuring alignment with K-State's strategic plan. They will stay informed on higher education trends, contributing to the university's forward-thinking approach. Successful candidates will possess strong leadership and management skills, with the ability to align faculty affairs with strategic goals. They will be strategic thinkers and adept at planning and coordinating faculty affairs in alignment with the university's mission and goals.

Shape and Uphold Faculty Policies – The assistant vice provost for faculty affairs will lead the development, interpretation and compliance of faculty policies. They will collaborate with shared governance groups to ensure policies are thoroughly reviewed and uniformly interpreted. Candidates will have a keen understanding of policy development and compliance, with the ability to work collaboratively with governance groups and ensure consistent policy interpretation. They will be detail-oriented and knowledgeable in policy development, capable of ensuring compliance and effective policy implementation.

Champion Inclusive Faculty Excellence – Managing faculty recruitment, retention, promotion and evaluation will be a key responsibility for the assistant vice provost for faculty affairs, playing a crucial role in supporting an inclusive faculty experience. Candidates will demonstrate experience in managing faculty recruitment, retention, promotion and evaluation processes. They will be effective communicators and collaborators, skilled in managing faculty-related processes and supporting an inclusive and supportive academic environment.

Foster Professional Growth and Recognition – The assistant vice provost for faculty affairs will promote professional and leadership development opportunities for faculty and oversee faculty awards and recognition programs, fostering a culture of continuous improvement and excellence. They will be dedicated to promoting faculty development, with a focus on professional growth, leadership opportunities and recognition programs. Candidates will be proactive and innovative, committed to enhancing faculty development and recognition and fostering a supportive and growth-oriented culture.

For information on how to apply or to submit nominations, please refer to the Search Process section at the end of this document.

Duties and responsibilities

Faculty Affairs Leadership and Management

- Lead and coordinate university faculty affairs planning, policies, procedures and activities.
- Align university faculty affairs work with the priorities, goals and strategies of the university strategic plan.
- Monitor the external environment to stay aware of faculty trends in higher education, both in Kansas and nationally.
- Evaluate and actively communicate impacts of legal or regulatory changes involving faculty practices, policies, or programs to the university.
- Coordinate with the Kansas Board of Regents in aligning university faculty affairs with other state higher education policies and programs.
- Participate in the development of annual budgets and plans for funding and resourcing of faculty programs in alignment with university priorities.
- Collaborate with units across the university to support faculty affairs and advancement (e.g., departments, colleges, Office of General Counsel, Division of Academic Success and Student Affairs).
- Lead, coordinate and/or participate in university committees, task forces or work groups, particularly those related to faculty or faculty affairs, as requested.
- Serve as the provost's or vice provost for academic affairs and innovation's representative on internal and external committees, task forces and working groups, as requested.

Faculty Policy Development, Coordination and Compliance

- Serve as the lead expert in the Office of the Provost in the areas of faculty policy development, interpretation and compliance.
- Collaborate with shared governance groups, other administrators and faculty in the development, evaluation and implementation of faculty policies.
- Serve as the provost's liaison to the faculty senate's faculty affairs committee, including monitoring and engaging with faculty senate committees, as appropriate, to support the continued review and evolution of faculty policies and gathering leadership and faculty input to ensure university faculty policies are

reviewed by faculty members and uniformly interpreted.

- Provide support to deans and academic department heads in interpretation of University Handbook policy related to faculty.

Faculty Recruitment, Retention, Promotion and Evaluation

- Coordinate and manage university activities related to faculty recruitment, retention, promotion and evaluation.
- Coordinate the scheduled periodic reviews of department chairs and assistant/associate deans.
- Work with university leadership and others to diversify faculty and cultivate an inclusive community.
- Oversee the processing of faculty actions (e.g., faculty appointment, promotion and tenure, including delays in tenure clock, sabbaticals and leave requests).
- Support the provost and vice provost for academic affairs and innovation with faculty appeals processes related to promotion and tenure decisions and to decisions related to misconduct, and to assist with the resolution of faculty grievances.
- Collaborate with the Office of the Provost staff in matters involving academic personnel.
- Work with Human Resources and others to coordinate the development and delivery of information and resources to aid in faculty recruitment, retention and inclusive community efforts and to encourage in fair and robust search processes.
- Coordinate the university's dual career hiring program.

Faculty Development

- Lead and promote professional development, leadership development and mentoring opportunities for faculty.
- Work with university partners to develop and deliver orientations for faculty, as well as orientations and retreats for academic department and division chairs, assistant and associate deans and other academic leaders.
- Develop, oversee and implement university faculty awards and recognition programs.

Requirements

The successful candidate will be an accomplished communications professional of unquestioned integrity, sound judgement and high energy, with a commitment to collaborative work and empowerment, a passion for higher education and the ability to support and inspire colleagues.

Educational requirements

- A doctoral or other terminal degree from an accredited institution.

Required competencies/qualifications:

- 7+ years of relevant experience (e.g., faculty recruitment, retention, evaluation, reward structures).
- Demonstrated success supporting and motivating faculty in a university environment.
- A record of distinguished academic achievement that satisfies the requirements for the rank of tenured professor in one of the university's academic departments.
- Demonstrated experience with conflict management and faculty grievance procedures.
- Proven leadership and strong management skills, including the ability to manage and prioritize multiple activities.
- Demonstrated ability to plan, oversee and assess strategic activities involving faculty development, including infusing academic innovation into their practices.
- Outstanding collaborative and interpersonal skills with a proven ability to build strong working relationships and partnerships with university leaders, faculty and staff across a large, complex and diverse university.
- Experience participating in or with shared governance in faculty and academic affairs.
- Excellent oral and written communication skills.
- Outstanding organizational, solution development, management and decision-making skills.
- Attention to detail.
- Demonstrated ability to exercise judgment, discretion and sensitivity to confidentiality.

Preferred competencies/qualifications:

- University teaching experience.
- Experience as an academic department head or advising and supporting faculty affairs at a university, college, or departmental level.
- Proven ability to adapt to changing conditions and be comfortable with the ambiguity that accompanies varied types of credit and noncredit learning at a large public university.

To learn more about Kansas State University, please review our [University Profile](#).



Search process

All applications, nominations and inquiries are invited and will be treated confidentially. Applications are being accepted through our careers website and should include, as separate documents, a CV or resume and letter of interest addressing how you meet the position qualifications and themes in this profile. References will be asked for and contacted at the stage of final, on-campus interviews.

The priority application date for this opportunity is Nov 8, 2024.

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.

Applicants must be currently authorized to work in the United States at the time of employment.

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

About the institution

Founded in 1863 as the nation's first operational land-grant university, Kansas State is a Tier 1 research university with more than 20,200 students, 1,300 faculty members, 3,000 staff members and three physical campuses: the main campus in Manhattan; the Kansas State Salina campus, home to aviation and technology programs; and K-State Olathe, which serves the industry and workforce needs of Greater Kansas City.

K-State has nine colleges, Graduate School and K-State Online and offers more than 400 degrees and options, from bachelor's to doctoral degrees. K-State Research and Extension also serves the citizenry with a presence in every county throughout Kansas and supports research in more than 20 K-State departments. K-State has an annual budget of more than \$900 million. K-State is known for the passion and pride of its alumni. With more than 200,000 living graduates, the K-State Alumni Association has been No.1 in the Big 12 for more than 25 years, based on the percentage of graduates who are members, and No. 4 among Power Five conferences. Private giving to the university is around \$200 million per year, and the KSU Foundation has an investment pool and endowment of more than \$950 million. The university and foundation recently completed a major fundraising campaign that raised \$1.6 billion. The Princeton Review recognizes the university as one of the nation's best colleges. Kansas State also has been designated as an Innovation and Economic Prosperity University by the Association of Public and Land-grant Universities and is recognized as a Carnegie Community Engaged Institution. Commonly referred to as K-State, the university is proud of its welcoming environment.





University Mission, Vision and Values

The mission of Kansas State University is to foster excellent teaching, research and service that develop the highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation and the international community.

The vision of K-State is that to lead the nation as a next generation land-grant university - setting the standard for inspiring learning, creativity, discovery and engagement that positively impacts society and transforms lives in Kansas and around the world. The university Values and Principles of Community guide how the community lives out its mission. For more information about Kansas State, visit our University Profile.



Diversity and Inclusion

Kansas State University has a long, storied history of embracing diversity and inclusion as a core component of their educational mission.

As the nation's first operational land-grant, K-State has always admitted students without regard to race, gender, or creed. Their commitment to meeting the needs and interests of a diverse student body and preparing all constituents for meaningful engagement in an ever changing, diverse world is unwavering. They believe that diversity adds value to the educational fabric of their institution and students are encouraged to capitalize on the learning opportunities that differences can create. To learn more information about diversity and inclusion at K-State, please visit <https://www.k-state.edu/diversity-inclusion>.



The Community

Situated in the heart of northeast Kansas' scenic Flint Hills, Manhattan's 56,000 citizens enjoy a dynamic community with shopping, dining, entertainment, and nightlife. Manhattan is affectionately known as the "Little Apple," a nod to its East Coast namesake, but has a vibrant culture all its own.

Here is just a sampling of what residents look forward to year-round:

- Shopping, dining, and socializing in Aggieville, a local entertainment district with a fun, energetic vibe.
- A vibrant, revitalized downtown area with fine dining options and local boutiques.
- The Flint Hills Discovery Center, featuring exhibits about the beautiful surrounding region.
- Beautiful outdoor life at Sunset Zoo and The Gardens at Kansas State University.
- Recreation opportunities at the Konza Prairie, Tuttle Creek State Park, Linear Park Trail and more.
- The university's McCain Performance Series, which hosts acclaimed Broadway musicals, comedians, musicians, and other entertainers.
- Exciting Big 12 athletic events (faculty and staff are eligible for discounted tickets).
- Colbert Hills Golf Course, ranked as the top public golf course in Kansas.
- Excellent K-12 education. The local high school ranks among the top 5 percent of U.S. high schools, and the district is home to several Kansas Master Teachers.

Learn more about the Manhattan community at manhattan.org or madeformanhattan.org.





KANSAS STATE
UNIVERSITY