



## Vice Provost for Academic Personnel

UCR Interim Provost and Executive Vice Chancellor Thomas Smith invites nominations and expressions of interest for the position of Vice Provost for Academic Personnel (VPAP). The excellence of the UCR faculty is the cornerstone of the University, and the VPAP plays a critical role in assuring that faculty accomplishment is promoted, recognized and rewarded in the merit and promotion system.

Accordingly, the VPAP is a member of UCR's senior leadership team and has an important role in representing faculty interests at this level. The position is a 100%-time appointment, initially for two years with possibility of renewal, beginning July 1, 2020 and reporting directly to the Provost and Executive Vice Chancellor.

The VPAP serves as the senior campus official with substantial responsibilities in the areas of (1) academic appointments, merits and promotions; (2) academic recruitment and retention; (3) the promotion of faculty diversity; (4) faculty development; (5) non-senate academic employee and labor relations. It is important that the VPAP share the University's commitment to shared governance, including the role of the Academic Senate in upholding campus-wide academic standards.

The VPAP will:

- Work with the Provost/EVC to shape academic personnel strategy consistent with the campus strategic plan.
- Promote high standards of academic excellence, consistent with UC policy and applicable laws.
- Pro-actively monitor, interpret and implement the Academic Personnel Manual (APM), UC policies, federal and state regulations and compliance requirements.
- Contribute to the development, revision and refinement of the APM and UC policies.
- Serve as the key advisor to the Chancellor, Provost/EVC, Deans and Librarian on academic personnel matters.
- Serve as the final decision-maker for certain academic personnel actions.
- Liaise with the Academic Senate's Committee on Academic Personnel (CAP).
- Collaborate with the Associate Vice Chancellor for Diversity, Equity and Inclusion on efforts to further diversify the faculty and recognize the work of the faculty in these areas.
- Facilitate efforts to bring national recognition to UCR's leading scholars.
- Serve as UCR's representative to system-wide committees related to academic personnel.
- Lead the Academic Personnel office (<https://academicpersonnel.ucr.edu>), including management of systems such as AP Recruit, eFilePlus, ACAPER and OATS.
- Supervise the activities of the campus support center for UCPath and serve as one of two campus officers to liaise with the system-wide UCPath center

Critical attributes include:

- Solid knowledge of and experience with the APM and UC's system of academic advancement, such as through service as a department chair, associate dean, or member of CAP.
- Awareness and appreciation of the wide range of scholarship and teaching performed by UCR faculty in various disciplines.
- An understanding of the importance of, demonstrated success in, and strong commitment to promoting diversity and inclusion.



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- Strong interpersonal skills, including the ability to explain difficult decisions and receive criticism.
- Ability to maintain strict confidentiality.
- Ability to work effectively and collaboratively as a member of the campus leadership team.

Qualified candidates are members of UCR's academic senate who have achieved the rank of Full Professor in the regular series before July 1, 2020, who are actively engaged in research and teaching, and who have relevant administrative leadership experience. Preference will be given to candidates at Step VI or above.

Confidential review of nominations and expressions of interest will begin immediately and will continue until an appointment is made. Please direct nominations and questions to Senior Human Resources Analyst Tanya Adams ([tanya.adams@ucr.edu](mailto:tanya.adams@ucr.edu); 951-827-2112). **To be ensured full consideration, please apply by submitting a cover letter, curriculum vitae, and statement of contributions to diversity (more information provided below) to [tanya.adams@ucr.edu](mailto:tanya.adams@ucr.edu) by Monday March 30, 2020. Selected finalists will be invited to interview and will be asked to present a vision seminar to the campus.**

*The University of California is an Equal Opportunity / Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.*

*In a "Statement of Contributions to Diversity," we ask applicants to describe their past and/or potential future contributions to promoting a diverse, equitable, and inclusive environment, which is a key requirement of the role of every faculty member and administrator at UCR. There are numerous ways to contribute, and a commitment to this part of our mission can be reflected through research, teaching, supervision, mentoring, community engagement, service, and any of the other varied activities that are a part of an academic career.*