

**University of Alabama at Birmingham
School of Nursing**

**Position Description
Program Director II - Faculty Affairs
(UAB Employment Position Number): T228030**

Provide leadership and overall management of complex activities related to the academic lifecycle of faculty that include but are not limited to external and internal faculty searches/recruitments, administrative appointments, promotion and tenure actions, new faculty orientation, faculty reappointments, and distinguished and visiting professor actions. Advise the dean, administrators, faculty and staff on faculty affairs operations, policies and procedures. Routinely review faculty affairs practices, processes, and the SON Faculty Handbook, developing, recommending, and implementing operational improvements as needed.

Essential Functions

1. Faculty recruitment, faculty searches and onboarding
 - Direct the work of the standing Faculty Search Committee throughout faculty recruitment stages (initial application, campus visit, offer, transition/relocation), working with the search committee chair and dean; advise other ad hoc search committees on best practices for faculty searches; serve as staff member of the standing search committee and ad hoc committees of faculty.
 - Review position announcements and recruitment plans for newly approved faculty positions in coordination with search committee and the SON Human Resources Office; implement recruitment plans as appropriate.
 - Manage all aspects of candidate campus visits, interview sessions, presentations and travel; host the candidate on the day/days of campus visits.
 - Manage candidate evaluation tool and process; prepare qualitative and quantitative evaluative data on candidate's suitability for search committee and dean's review.
 - Serve as point of contact for faculty candidates (and search firms); maintain communication with candidates throughout the recruitment and hire (campus visit, offer, transition/relocation, initial appointment, new faculty orientation), responsive to inquiries related to open faculty recruitments and status of candidacy.
 - Develop and administer campus visit/faculty recruitment evaluation tool used to solicit candidate's feedback on recruitment experience.
 - Ensure high caliber recruitment and interview experience for prospective faculty member.
 - Facilitate the faculty recruitment process through the appropriate University recruitment and onboarding systems.
 - Ensures the Department Chairs and Associate Deans have completed Individual Development Plans (IDP) for new faculty members. Tracks and Files IDPs.
 - Manage and track recruitment database and reconcile against budget.

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- Plan, implement and manage new SON Faculty Orientation session in coordination with the Dean and Human Resources office staff.
- Manage, maintain, and update faculty database.
- Manage, maintain, and update faculty salary spreadsheets.

2. Faculty appointment, promotion and tenure

- Direct the work of the APT Committee as a non-voter working with committee chair; manage logistics for monthly meetings: develop meeting agendas, write minutes, prepare online dossiers and evaluation materials for committee review; serve as staff member of the APT Committee.
- Develop and maintain accurate long-range planning reports and timelines for faculty biennial reviews and tenure deadlines.
- Advise faculty members on dossier preparation, and promotion/tenure review processes and timelines for external review; prepare faculty dossiers for online distribution to external and internal evaluators.
- Determine APT Committee member primary review assignments ensuring assignments are appropriate; assist primary reviewer as necessary.
- Manage communications with external and internal evaluators; ensure evaluators are appropriate for rank/track of review; follow-up with evaluators to ensure timely submission of evaluation.
- Manage preparation and electronic distribution of faculty dossiers to APT Committee members in advance of meetings, and subsequent distribution to medical center and university review levels, adhering to university expectations.
- Initiate projects that improve the work of the APT Committee.
- Coordinate promotion and tenure review process between the Department Chairs and the APT Committee.
- Maintain the SON Appointment Promotion and Tenure Handbook.

3. Faculty biennial reviews

- Directs the work of the school's APT Committee, working with the Committee and Department Chairs.
- Prepare online biennial evaluation dossiers and establish appropriate timelines for the reviews.
- Maintain master list of faculty biennial review dates to ensure reviews are conducted in accordance with other timelines.
- Work with faculty member to ensure appropriate and accurate review materials are submitted in an organized and timely manner.

4. Faculty transition/initial appointments, IDP report, relocation and new faculty orientation

- Draft faculty offer letters for dean; serve as liaison between dean and faculty candidate during offer negotiations as appropriate.
- Provide analyses to the Dean in order to facilitate salary offers.
- Advise new faculty hires on required initial appointment dossier materials;

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- prepare final appointment letter for dean's signature.
- Advise new faculty hires on relocation policies and resources (e.g., real estate agents, relocation companies, house hunting trips and related reimbursements).
- Arrange new faculty orientation sessions with school administrators, department heads and other leaders for new faculty groups.

5. Other responsibilities

- Direct and oversee reviews for school/university endowments, distinguished professorship, emeritus and other visiting or special appointments.
- Manage faculty contract renewal process
- Assist with annual faculty equity review process and managing related spreadsheets
- Assist with annual faculty merit process and managing related spreadsheets
- Support school Workload Allocation Guidelines.
- Advise faculty and administrators on matters related to faculty leaves of absence, sabbaticals, tenure clock relief, secondary appointments, emeritus appointments, and non-reappointments, and facilitate these actions.
- Responsible for preparation of documents used to facilitate the faculty merit reviews.
- Oversee content of faculty directory and faculty recruitments webpage.
- Serve as school's liaison to University Provost's and Faculty Affairs Office.
- Manage and responsible for school's annual updates to the SON Faculty Handbook.
- Analyze and track expenses associated with faculty affairs office as needed; reconcile faculty recruitment expenditures (e.g., airfare, lodging, recruitment breakfasts/dinners/lunches, and advertisements).

Requirements

Requires a bachelor's degree in a business-related field, master's degree strongly preferred, and 5 years of related experience in human resources and/or faculty affairs. Experience with Oracle, PeopleAdmin, Faculty Data Forms and UAB faculty recruitment processes required. Experience with faculty related processes, specifically biennial review, and promotion & tenure, as well as knowledge and understanding of the UAB faculty handbook required.