

# Job Description

Position Title: Assistant Vice Chancellor of Faculty Affairs and Development

Job Group: Executive Administration

Job Level Group: Deputy Administrator

FLSA Status: Exempt

Salary Grade: 11

## Position Summary:

Pima Community College's Assistant Vice Chancellor of Faculty Affairs and Development is a key member of the Office of the Provost's executive team and works closely and in aligned partnership with the Vice Provost as well as Deans and Provost. This position provides strategic and operational leadership on faculty matters, including policy and procedures. Faculty allocation, part-time and full-time inclusive hiring processes, onboarding, professional development in teaching and learning, annual evaluation, and the faculty sabbatical program all fall under their responsibilities. The AVC will support, train, and manage the faculty leadership structure and the faculty advising model. The AVC will also provide oversight to the in person and virtual Faculty Services and Resource Centers which provide many resources to our faculty. Finally, this area will promote and develop initiatives aimed at recognition, success, retention and for full-time and part-time faculty.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provide leadership and support on policies, procedures, and shared governance activities as they pertain to faculty and faculty leadership, including serving on AERC as an administrative representative, and convening resolution teams to collaboratively develop new policies as well as revising existing policies.
2. Provides leadership and management of the Faculty Allocation process and oversees the department that is responsible for full and part-time faculty hiring and qualifications. The College's vision of promoting inclusive hiring practices and training Pima staff, faculty, and administrators on reducing bias in hiring decisions.
3. Provides vision and oversight of all five Faculty Services & Resource Centers (FSRCs including supervising management and consulting with Deans and Faculty on changes to the vision.
4. Provides leadership and oversight of the Teaching & Learning Center (TLC), including supervising staff and working with faculty leadership and faculty fellows to establish strategic goals aligned with the College's Plans. The TLC provides professional development for all teaching staff (Full-time, Part-time, Staff Instructors) focused on teaching and learning. TLC is also responsible for the onboarding of all

new full and part-time faculty, through the Adjunct Faculty Institute (AFI) and Faculty Learning Academy (FLA). A new TLC initiative will be to promote Open Educational Resources (OER) across the college for both online and in person classes.

5. Provide oversight and a resource for the Faculty Leadership Structure (Dept Heads, Academic Directors, Discipline Coordinators). This will include professional development and training about the structure to multiple stakeholders, interpretation of policy and roles, maintenance of handbook and records. Where appropriate, engage Faculty Affairs subunits - TLC, FSRC, and Faculty Qualifications and Hiring. Continue efforts to automate manual functions such as syllabus management, scheduling software, and workforce management software for faculty staffing to improve efficiencies.
6. Oversight of other initiatives such as faculty annual evaluation, sabbatical, and the emeritus program.
7. Continue to promote and develop and maintain initiatives aimed at recognition, success, retention and for full-time and part-time faculty.
8. Advise, consult with, and/or respond to questions from other College departments, in particular the Provost, Vice Provost, Deans, the Governing Board, Universities and K- 12 partnerships and agencies regarding complex issues or policies impacting assigned programs, services or operations.
9. Ensure data-driven data integrity processes for all areas.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of administrative procedures and practices.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

### **Supervision:**

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates..
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

### Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in a related field
- Ten (10) years of related experience required
- Six plus (6+) years of related experience with supervisory experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### **Special Conditions of Employment:**

- Pre-employment Background Check Required