**POSITION SUMMARY**

**S82780 - Deputy Provost for Fac Affairs**

**Department:** Provost Office  
**Current Employee:** Munley, Vincent  
**User Role:** General  
**Job Family:** Higher Education Administration  
**Grade:** 14 - 40  
**FLSA Classification:** Exempt  
**Direct Supervisor/Manager Title:** Provost  
**Next Level Management Title:** President  
**Adverse Weather Designation:** Non-Instructional Staff

The position of Deputy Provost for Faculty Affairs (DPFA) is a hybrid role that incorporates the privileges accorded a tenured faculty member with the guidelines and classification of a University exempt staff member. The DPFA retains all the rights and privileges accorded to a faculty member as articulated in the Rules and Procedures of Faculty of Lehigh University. The Deputy Provost for Faculty Affairs will support efforts of the office of the provost, and will act as a key representative on important faculty issues including shared governance, tenure and promotion policies, faculty work/life balance, including the dual career strategic hiring initiative, career mentoring, and faculty professional development among others. The DPFA will service as the co-PI to the second NSF ADVANCE grant (NSF ADVANCE PLAN IHE) which targets a level playing field for women associate professors in STEM fields. The DPFA will collaborate with the Vice Provost for Institutional Research on the COACHE initiative. Under the direction of the provost, the DPFA will work in close partnership with the Deans, Vice provosts and other University leadership and will serve as a liaison to ensure effective two-way communications between the Provost’s office and Lehigh’s faculty and academic committees.

**KEY ACCOUNTABILITIES**

**Accountability # 1**

- **Accountability:** 1. Faculty personnel matters: Facilitating faculty reviews is an important part of the daily work schedule including working with the provost office staff members to clarify the review process and making sure that the “Information and Resources for Faculty” site on the Provost’s website manual) and Faculty Banner are up-to-date. The following projects are listed below in the supporting activities.

- **Supporting Activities:**
  - a. Full responsibility and accountability for developing and managing the updating of faculty web pages on Provost Office web site.
  - b. Full responsibility for quality of data generated by Provost Office related to Faculty personnel matters. Work with Human Resources Assistant (HRA) in the Provost Office to ensure the information in Faculty Banner is up-to-date. Work with HRA to ensure accuracy of other key Provost Office databases for Faculty.
c. Supervise the tenure, promotion and reappointment review process as well as provide counsel to the Provost. This includes working with HRA in the Provost Office to make sure that dossiers are submitted and complete; assist with the Provost's letters and provide a second dossier review; participate in meetings with the Department Faculty, Dean, and P&T Committees as necessary; help Provost prepare documents to analyze cases.

d. Chairs breakfasts and orientation for new Department Chairs. Participates in establishing the agenda for and organizing the Chairs breakfasts. Sole responsibility for the organization of the August orientation for new Department Chairs, which are also attended by a substantial number of continuing Department Chairs. Also is the lead for the New Faculty, Phase II Orientation and the program that focuses on the newly tenured faculty member. Works closely with the mentoring committee on the faculty mentoring initiative.

e. “Best practice” meetings with college P&T Committees: The third member of the team with the Provost and General Counsel to ensure that best practices are used at all times by the College P&T Committees. Developed and updates the orientation/training materials that are used by the committees of all four Colleges.

f. Primary counsel to the colleges and individual faculty members about requirements of R&P. Deans and department chairs contact this position for advice on interpreting and implementing R&P. This position is the liaison with the provost and general counsel when clarification of processes is needed.

g. Liaison with Human Resources on implementation and change in policies, e.g. FMLA policy and Domestic Partners policy. Work with HR staff on a number of issues including consideration of new benefit policies and applicant tracking system.

h. Has full responsibility for developing new guidelines and R&P implementation in collaboration with Provost and General Counsel, e.g. new guidelines for faculty review and confidentiality of personnel files; guidelines for complaints from faculty regarding discrimination; implementation plan for the tenure-clock extension; guidelines for faculty dual career hires.

i. Review of Professors of Practice, Lecturer, and other non-tenure-track (NTT) faculty positions. This position has full responsibility and accountability for review and analysis of current NTT positions, reports from deans, and data on instruction. Works to make recommendations regarding PoPs and Lecturers to the COD and Faculty Personnel Committee. This is an example of how the position works to update and clarify Faculty personnel matters.

j. Development of faculty mentoring programs. This position has the full responsibility of co-chairing and facilitating the activities of the Committee on Faculty Mentoring and Work Life Issues (CFMWLI), and working with the provost to encourage deans and department chairs to provide more complete feedback to Assistant and Associate Professors. The CFMWLI sponsors lunches and other gatherings to encourage pre-tenured Faculty and University mentors to get to know one another and to discuss issues regarding “thriving at Lehigh” in teaching and research. The CFMWLI helps Director of Faculty Development (a member of the committee) to plan the new Faculty orientation in August. The committee has also led the initiative on career management for Associate Professors.

k. This position has the responsibility of conducting exit interviews with tenured and pre-tenured faculty who resign from Lehigh and synthesizing the results to make recommendations regarding changes and creation of best practices.

**Impact/Outcome:** This accountability focuses on faculty, who are the foundation of academia and the University. This position has the sole responsibility of ensuring that all processes are handled flawlessly and is the primary advisor to the Provost, President and General Counsel regarding R&P and the processes to tenure and promotion. This person is at the forefront working with the faculty
directly on a day-to-day basis to ensure there is steady communication as it relates to all issues involving the Faculty.

### Accountability # 2

**Accountability:** 2. Governance and strategic thinking/planning: Revision of R&P and shared governance; Board of Trustees; Faculty committees.

**Supporting Activities:**

a. The DPFA is the primary liaison and collaborator with Faculty Committees and individual Faculty on such projects as Faculty Governance, Academic Freedom policy, Joint Appointments, tenure-clock extension for parenthood and other reasons; promotion review for Associate Professors.

b. Faculty Committees; elections. Participating member in meetings with the Faculty Steering Committee and Faculty Personnel Committee. The DPFA works with a Provost Office staff member to ensure that Faculty Committees are filled appropriately and communicated accurately to the Faculty via the Provost’s website.

c. Keeping R&P up-to-date, specifically Sections 1, 2 and 4. The DPFA has the sole responsibility of ensuring the 100% accuracy of all R&P changes that are passed by the Faculty which entails preparing the changes for the BOT approval and work with HRA in the provost office to ensure that they are posted properly on the Provost’s website, which is the University’s main depository for R&P used by Faculty committees, the General Counsel Office, and the President and Provost Office.

d. Participates in University strategic planning process. Attends President’s retreats, Provost Council, Council of Dean meetings, and has served on sub committees such as the Faculty/Staff Planning committee and the University Governance Committee.

e. Assists in preparing materials for BOT and Academic Affairs Committee meetings related to faculty personnel matters. The DPFA is responsible for the accuracy of all information that is provided to the provost as it relates to the faculty. This information is included in the provost report to the BOT Academic Affairs Committee.

**Impact/Outcome:** R&P is the constitutional document that governs many aspects of the work of the university faculty. The DPFA is the curator and solely responsible for the accuracy of this document. The position must have a fully working knowledge of the document and be able to interpret the document and provide counsel to the Provost, President and General Counsel.

### Accountability # 3

**Accountability:** 3. Faculty diversity initiatives

**Supporting Activities:**

a. Lead administrator for the faculty dual career program, and the strategic hiring initiative, development of Faculty Dual Career Guidelines; helping to organize the NJ/ Eastern PA/ DE Higher Education Recruitment Consortium and implementing our membership, maintaining Work/Life Balance web materials, and providing leadership for faculty discussion of the tenure flexibility initiatives (Deans, Department chairs, pre-tenured Faculty, Faculty Committees, University Faculty meetings).
b. Affirmative Action Plan. As a member of the AAP committee, the DPFA has the responsibility of writing sections related to faculty and reviewing drafts.

c. Harassment Policy Implementation. The DPFA serves on the Harassment Policy Implementation committee and assists the Provost and Equal Opportunity Coordinator on appointment of faculty investigators and harassment cases.

d. Grant proposals for faculty career initiatives. The DPFA has responsibility to collaborate with faculty and staff to write and submit proposals for grants to support faculty career initiatives. Examples of these efforts include the Sloan Award for Faculty Career Flexibility and the NSF Advance proposals.

Collaborate with the Vice Provost for Academic Diversity on the faculty search process initiatives/training; and will also collaborate with the newly appointed Vice Provost for Equity and Community on university-wide diversity and inclusion efforts.

**Impact/Outcome:** Following the completion of a five-year $2.6 million grant from the National Science Foundation aimed at increasing the ranks of women in academic science and engineering careers, the current DPFA worked with the ADVANCE Grant office to secure a second ADVANCE grant from the National Science Foundation. The NSF ADVANCE PLAN IHE grant targets a level playing field for women associate professors in STEM fields. Lehigh will partner with Georgetown University, Bucknell University, Lafayette College and the United States Military Academy on the project, titled “Patriot League Institutions Mentor Associate Professors WISEly (MAPWISEly).”

**Accountability # 4**

**Accountability:** 4. Advancement activities

**Supporting Activities:**

a. The DPFA is the primary representative of the provost office to assist the Advancement Office on proposals related to faculty personnel matters and other relevant issues.

b. The DPFA provides the Advancement Office with counsel on issues such as definition and stewardship of endowed chairs and professorships.

c. The DPFA is called upon to serve on committees and partner with Advancement as needed with industry.

**Impact/Outcome:** The Advancement Office relies on the DPFA for counsel and advice in the writing of proposals on some academic initiatives. The very nature of the DPFA position, namely a hybrid of faculty and staff, offers this unique perspective to such initiatives.

**Provide additional information if desired:**

**Accountability # 5**

**Accountability:** 5. Faculty activities
Supporting Activities:

a. Research and scholarship: books, journal articles, textbook revision.

b. Graduate advising and supervision of research.

c. Teaching.

d. Attending scholarly conferences.

e. Service to profession: i.e. organizing professional conference, chairing sessions, serving on committees/ in offices, reviewing book and article manuscripts, reviewing proposals.

Impact/Outcome: In order to maintain credibility both within and outside the university a critical aspect of the DPFA position is their own scholarly work and achievements. It would simply be impossible for this position to transact its business with the faculty and external agencies without this academic prominence.

Provide additional information if desired:

**ORGANIZATION Part A**

Direct Supervisor/Manager: Provost

Next Level Management: President

<table>
<thead>
<tr>
<th>Supervises</th>
<th>Number of Individuals</th>
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<tr>
<td>Student Workers, wage employees, and/or volunteers</td>
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**ORGANIZATION Part B**

This position’s work assignments are obtained primarily Independently

**SUPERVISOR RESPONSIBILITIES**

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<tr>
<th>Resource Type</th>
<th>Scope of Supervisory Responsibility</th>
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**SKILLS**

Type: Analytical

Specifics: Collect and research readily available data; Collect and research complex data; Review and quality check data; Synthesize complex or diverse information; Use intuition and experience to complement data; Design work flows and procedures;

Type: Communication

Specifics: Provide and/or exchange information; Direct or instruct; Coach and/or counsel; Negotiate or persuade with internal individuals/groups; Negotiate or persuade with external individuals/groups; Serve as spokesperson; Draft correspondence, routine other written materials; Draft complex documents (e.g., reports, proposals, manuals); Deliver presentations/speeches to internal groups; Deliver presentations/speeches to external groups;

Type: Computer Skills

Specifics: Word processing, basic spreadsheets, presentation development;

Type: Counseling

Specifics: None

Type: Design

Specifics: None

Type: Equipment Operation

Specifics: None
**Type:** Leadership  
**Specifics:** Establish direction; Align people; Motivate and inspire;

**Type:** Management and Supervision  
**Specifics:** Plan, assign, and schedule work; Determine training needs; develop and implement training plans; Delegate work assignments and responsibilities; Analyze organizational needs and define structure, staff and job content; Interview job candidates and make recommendations for selection; Establish and communicate job accountabilities and performance expectations; Provide appropriate performance feedback; Evaluate performance and develop plans for improvement; Identify improvement needs in processes, procedures, and practices;

**Type:** Project / Process Management  
**Specifics:** Develop project plans; Coordinate projects; Communicate changes and progress; Monitor progress and adjust to timetable as necessary; Complete projects on time and budget; Manage project team activities;

**Type:** Teaching/ Instruction / Education  
**Specifics:** None

**Type:** Technical  
**Specifics:** Collect and research data; Present numerical/technical data effectively; Design workflow and procedures; Gather and analyze information skillfully; Identify and resolve problems; Develop alternative solutions; Assess and respond to customers' needs;

**Type:** Other Types  
**Specifics:** None

**EDUCATION**

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<tbody>
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<td><strong>Field(s) of Study</strong></td>
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<tr>
<td><strong>Type</strong></td>
<td><strong>Required?</strong></td>
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<td>Doctoral Degree</td>
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<table>
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<th>Other Training:</th>
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<td><strong>Detail (License, Certificate)</strong></td>
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<tr>
<td><strong>Type</strong></td>
<td><strong>Required?</strong></td>
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<tr>
<td>Other</td>
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**WORK EXPERIENCE**

**Time Period: 5-8 Years**

**WORK SCHEDULE AND TRAVEL**

**Daily:** Variable Shifts/Schedule  
**Weekly:** 40 hrs/week  
**Annually:** 12 months/year  
**Additional:** Other  
**Additional Work Schedule Information:** The very nature of this position requires that it works at odd times and as dictated by the faculty committees, the provost, the president, and the board of trustees.

**PHYSICAL ENVIRONMENT DEMANDS**

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<tr>
<th>Physical Demands/ Work Environment</th>
<th>Frequency of Activity</th>
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<tbody>
<tr>
<td>Office environment/no specific or unusual physical or environmental demands.</td>
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**MISCELLANEOUS**
Fiscal or Financial Responsibility
This position has fiscal or financial responsibilities other than employee expense activity, such as processing or approving transactions; monitoring or preparing budgets; or generating income for University.