**Associate Vice Chancellor for Faculty Success**

**Organization: University of Washington, Bothell**

**Position Description**

The University of Washington Bothell (UW Bothell) invites applications and nominations for the position of [associate vice chancellor for faculty success (AVC-FS)](https://www.uwb.edu/academic-affairs/about/what-an-avc-does).

The vice chancellor for academic affairs (VCAA) created the Office of Faculty Success (OFS) in FY23 after realizing that formative programs to support our faculty were ad hoc and without dedicated support. The VCAA appointed an acting AVC-FS for a two-year term so that they could combine listening sessions, pilot programming, benchmarking, etc. to understand the key issues that OFS should address. We are immensely grateful to Dr. Wadiya Udell for agreeing to serve in this role, and it is because of her tireless efforts that we can now move to the next stage. This comprehensive position description for the next leader for OFS is based on lessons learned during this start-up phase.

The AVC-FS will advance a faculty success portfolio that catalyzes the strengths and aspirations of UW Bothell faculty (all ranks and tracks) as we continue to advance our vision to be a transformational learning community that advances student success and improves the quality of life throughout our region. Moving forward, OFS will focus on the following key faculty success issues: a) career navigation, b) scholarship (including sponsored research), c) teaching & learning. The AVC-FS develops, implements, evaluates, and continuously improves evidence-based programs that support career advancement for UW Bothell faculty in their roles as educators, scholars, mentors, and leaders at one of Washington state’s premier public institutions. The AVC-FS will be a collaborative leader with a history of advancing faculty success and developing innovative programs, along with an unwavering commitment to equity and justice within higher education.

The AVC-FS reports to the UW Bothell VCAA. This is a full-time 12-month administrative position. The annual compensation is $200,000 to $210,000 which includes the nine-month faculty salary, three months summer salary, and a monthly administrative supplement. The renewable appointment term may range from three to five years depending on the interests of the successful candidate.

**RESPONSIBILITIES**

* Oversee the programs, initiatives, and resources that foster successful faculty trajectories for research, teaching, service, and leadership at UW Bothell.
* Support faculty onboarding to the campus.
* Support faculty at all ranks/tracks as they consider and successfully pursue promotion and career advancement.
* Support those interested in formal/informal leadership roles by establishing leadership opportunities and pathways. Some of these programs may be in-house, while others draw on the resources of the tri-campus, other UW Bothell offices, and/or external organizations.
* Ensure a robust communications strategy that connects faculty at all ranks/tracks with the full array of opportunities supported by the Office.
* Identify systemic barriers to faculty success for all ranks/tracks via inquiry-based strategies including feedback from faculty (via periodic listening sessions and other intentional mechanisms), CCPT and other review committees, OE/HR, deans, the GFO, data analytics, etc. Use these findings to promote organizational changes where needed in collaboration with campus and school leadership.
* Develop indicators to measure the effectiveness of the portfolio, conduct ongoing evaluation, and embrace continuous improvement to advance faculty success using equity principles. This should include creating regular opportunities for feedback from UW Bothell faculty (such as quarterly listening sessions) and a biennial review of strategy and priorities with the UWB GFO Executive Council and Campus Deans.
* Manage the central touchdown space(s) for part-time faculty.
* Partner with *OE/HR*, *Office of Student Academic Success*, *campus library, Office of Diversity and Equity*, *GFO councils*, *schools, Information Technology, Fiscal and Audit Services*, etc. to accomplish the goals for the portfolio.
* Once fully operational (see opportunities below), manage a team of six to seven skilled staff, the office budget, and other resources for this office in compliance with UW policies and procedures. This may also include overseeing faculty who are leading projects to support the work. With the opportunities described below, the annual funding for OFS will eventually be approximately $1.5 million; a mix of core funds and RCR.
* Serve as a regular member of the VCAA’s Leadership Council, the chancellor’s cabinet, and the faculty affairs advisory committee for the UW tri-campus office of academic personnel; and serve as the main point of contact with the tri-campus Office of Research.
* Facilitate an inclusive and equitable work culture including supporting staff within the Office of Faculty Success with opportunities for professional development and growth.
* Prioritize and use proactive change management tools to oversee the transitions as described in the Opportunities section below.
* Other duties as assigned.

**INTEGRATION OPPORTUNITIES**

A recent [APLU report](https://www.aplu.org/our-work/2-fostering-research-innovation/modernizing-scholarship-for-the-public-good/) states that “*The problems facing communities, regions, countries, and the globe are increasingly multifaceted and complex – challenging public research universities to expand and renew how they deliver on their missions for a new era*.” Similarly, a recent [AASCU report](https://aascu.org/resources/recommitting-to-stewardship-of-place/) states that “*recommitting to being a steward of place is even more important now than ever*.”

Based on numerous listening sessions and benchmarking across similar universities, the VCAA is transitioning various staff teams into OFS to both a) provide an institutional framework for faculty success that strategically aligns with a changing higher education landscape, and b) achieve better administrative capacity for a robust portfolio of programs, initiatives, and resources. The AVC for OFS will be responsible for the following transitions and will have broad discretion to create a portfolio that is responsive to faculty feedback within the normal campus constraints.

* While UW Bothell provides central support for faculty who apply for external grants as part of a stand-alone sponsored research office, along with seed grants to support new and changing scholarship agendas, more is needed to support faculty with our important public research mission, connect faculty to each other and to opportunities that may advance their scholarship, and so on. We will transition the sponsored research staff (director who cross-reports to the UW tri-campus Office of Research, budget fiscal analyst, and other related staff) into OFS by the end of FY25 to provide our faculty with more robust infrastructure, resources, and strategy for scholarship.
* Our faculty are key to advancing transformational teaching and learning within a complex and changing higher education landscape. The Office of Student Academic Success recently rebuilt a robust teaching and learning team (director and two instructional design coaches) to address programmatic fragmentation and lack of resources that persisted across many years despite our faculty’s commitment to student success. These resources will be transitioned into OFS by the end of FY25 as we begin a new era of strategic support for teaching and learning.
* Transition the administrative support staff (associated with above) at the levels needed to fully support OFS. These administrative support staff are currently housed or partially housed in the *Office of Connected Learning*.

**QUALIFICATIONS, QUALITIES, AND EXPERIENCES**

* Ph.D. or other terminal degree.
* Record of strong teaching and recognized scholarly achievement with a current appointment as a tenured [full] professor at University of Washington Bothell.
* Demonstrated leadership experience including evidence and understanding of effective strategic planning, change management, program implementation, continuous improvement, staff supervision, budget planning/management, and shared governance.
* Demonstrated commitment to faculty success at a predominantly undergraduate public institution that centers on student success.
* Demonstrated commitment to a collaborative team approach that values active feedback and discussion among peers regarding campus-wide solutions and opportunities with an institutional structure.
* Exceptional organizational, interpersonal, written, and oral communication skills.

**APPLICATION PROCESS**

Applications from tenured UW [full] professors at UW Bothell are invited. Applications should include, as separate documents, a CV, a diversity statement, and a letter of interest addressing the responsibilities, opportunities, and qualifications/qualities/experiences included in this position description.

For full consideration, candidate materials should be submitted to [uwbvcaa@uw.edu](mailto:uwbvcaa@uw.edu) and received by March 27, 2024.

Inquiries may be directed to: Kathryn Rich, executive assistant to the VCAA at kathryn8@uw.edu

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

University of Washington is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, marital status, pregnancy, genetic information, gender identity or expression, age, disability, or protected veteran status.

**COMMITMENT TO DIVERSITY**

The University of Washington is committed to building diversity among its faculty, librarian, staff, and student communities, and articulates that commitment in the [UW Diversity Blueprint](http://www.washington.edu/diversity/diversity-blueprint/). Additionally, the University’s [Faculty Code](https://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2432) recognizes faculty efforts in research, teaching and/or service that address diversity and equal opportunity as important contributions to a faculty member’s academic profile and responsibilities.