Office of Faculty Affairs at RIT
Fall 2017

Description

The Office of Faculty Affairs coordinates university-wide practices, policies and processes associated with faculty work at RIT. The office is a branch of the Office of the Provost in the Division of Academic Affairs and is administered by the associate provost for faculty affairs.

Major office functions

The major responsibilities and functions of the Office of Faculty Affairs include, but are not limited to:

- Oversees faculty advancement:
    - Faculty career support and development
    - Mentoring
    - Teaching and learning training, workshop and support
    - Online education support
    - Leadership development
    - Department chair training
    - Faculty orientation and on-boarding
- Provides leadership for supporting faculty scholarly, research, and creative activity;
- Oversees university-wide processes of faculty recruitment, hiring, retention and appointments;
- Provides leadership and guidance of faculty affairs policies as well as other policies that pertain to faculty work;
- Represents the provost in the university governance groups on issues pertaining to faculty;
- Oversees faculty reappointment, tenure, and promotion;
- University oversight with regards to faculty leaves, and retirement;
- Works closely with the Vice President for Diversity and Inclusion to promote recruitment and retention of diverse faculty;
- Closely collaborates with the division of Human Resources on faculty issues;
- Provides critical input regarding faculty salary studies;
- Oversees faculty records in collaboration with Human Resources;
- Oversees faculty associates for faculty populations;
- Works with college faculty affair liaisons;
- Provides support for endowed professorships and distinguished faculty in collaboration with home colleges ensuring uniformity of processes across the institute when possible; and
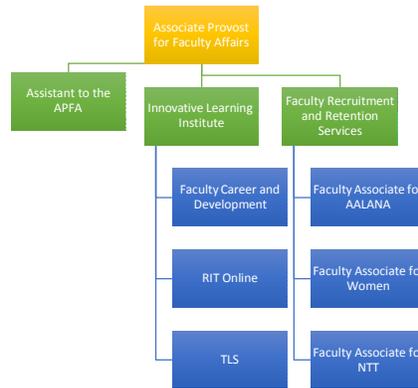- Monitors faculty relations including faculty satisfaction and engagement surveys.

Reports to:
> Provost and Senior Vice President for Academic Affairs

Reporting units:
- The Innovative Learning Institute - this unit includes Teaching and Learning Services, RIT Online and Faculty Career Development Services; and
- Faculty associates for AALANA faculty, women faculty, NTT faculty

Organizational chart:

Search process

Objective: To recruit and hire the best qualified person for the Associate Provost for Faculty Affairs.

Committee:

Name	College
Dan Ornt, Dean and Chair	College of Health Sciences and Technology
Dennis Andrejko	Golisano Institute for Sustainability
Bob Barbato	Saunders College of Business
Peter Boyd	School of Individualized Study
Michelle Chabot	College of Science
Betsy Dell	College of Applied Science and Technology
Blanca Encinas-Lapisco	Kate Gleason College of Engineering
Ricardo Figueroa	College of Imaging Arts and Sciences
Neil Hair	Innovative Learning Institute
Katie Schmitz	National Technical Institute for the Deaf
Pengcheng Shi	B. Thomas Golisano College of Computing and Information Sciences
Ulrike Stroszeck	College of Liberal Arts

Target: Launch search by October 20 with a decision in March. Start date is July 1, 2018.

Minimum requirements: (i) Terminal academic degree – Ph.D., M.F.A, J.D., or M.D.; (ii) Minimum of 3 years of administrative experience within an academic affairs unit (e.g., department chair); and (iii) Demonstrate record for appointment in an RIT college as a tenure-track faculty member.

Preferred requirements: (i) Awarded tenure at an accredited university or college and/or able to demonstrate academic credentials sufficient to be awarded tenure at RIT; (ii) Awarded the rank of full professor at an accredited university or college and/or able to demonstrate academic credentials sufficient to be awarded rank of professor at RIT; (iii) Minimum of 5 years of administrative experience within an academic affairs unit (e.g., department chair); (iv) Demonstrated experience in faculty development; and (v) Demonstrated success in scholarly, research, or creative work as a faculty member.