



TO: University of Vermont Faculty and Staff

FROM: Patricia A. Prelock, Provost and Senior Vice President

DATE: October 15, 2021

SUBJECT: Vice Provost for Faculty Affairs

After seven years of distinguished service in the role of Vice Provost for Faculty Affairs (VPFA), Jim Vigoreaux will return to his faculty position in the Department of Biology on July 1, 2022. Jim has been a wonderful, trusted colleague and a valued member of the Provost's executive team. His thoughtful perspective and calm and steady presence have helped us navigate challenges, craft creative solutions, and advance our strategic goals. Jim has served as Vice Provost for Faculty Affairs since 2015, and his impact in this role has been significant. He has championed faculty development; integrated diversity, equity, and inclusion into all of our faculty affairs processes; elevated our faculty recognition programs; unified our faculty development units; and created development opportunities for academic administrators. Jim was instrumental in the establishment of the annual campus-wide faculty conference, and he introduced faculty to the Scholarship of Teaching and Learning (SoTL). While serving as Vice Provost, Jim has maintained a highly productive research agenda. His lab at UVM has provided research training to over one hundred and fifty students and post-doctoral fellows, including Honors students, McNair Scholars, AGEP Scholars, Beckman Scholars, masters, and doctoral students. We will more formally recognize Jim's accomplishments next spring. In the meantime, I hope you will join me in thanking Jim for his service and wishing him well in his next endeavors.

As is evident from all that Jim has accomplished, the Vice Provost for Faculty Affairs is key to achieving many of our most important goals and it is critical that we have a strong pool of candidates for the position. I hope that you will encourage strong faculty leaders to consider a university-wide leadership role as their next career step, and to apply for this position.

**ANNOUNCING AN INTERNAL SEARCH FOR THE
POSITION OF
VICE PROVOST FOR FACULTY AFFAIRS**

The [Vice Provost for Faculty Affairs](#) is a member of the [Provost's Executive Team as well as the Provost's Integrated Leadership Team](#), and has responsibility, as delegated by the Provost, for all matters related to recruitment, professional development, evaluation, promotion, retention, recognition, and elevation of all UVM faculty.

This internal search for the Vice Provost for Faculty Affairs is open to all tenured faculty members at the rank of full professor at the University of Vermont. Candidates with appropriate academic leadership experience that includes responsibility for faculty matters will receive the strongest consideration. This is an outstanding opportunity to join the senior academic leadership team of the University at a time of great momentum and interest around faculty recruitment, diversity, equity, professional development, support, and recognition. The Vice Provost for Faculty Affairs works in

partnership with the Provost and other key stakeholders (deans, vice provosts, vice presidents, chief officers) towards the achievement of the [Academic Success Goals](#) in support of the university's strategic vision, [Amplifying our Impact](#).

This is envisioned as a full-time, 12-month position; however, the term and FTE of the appointment are flexible depending on the specific circumstances of the individual selected and to accommodate the candidate's research and scholarly activity. While a multi-year term is expected, the Vice Provost is reviewed and reappointed annually by the Provost.

Interested candidates should submit application materials in [PeopleAdmin](#) (the position will be posted the week of October 18) by December 1, 2021. Candidates are specifically requested to submit (1) a letter summarizing qualifications, interest in the position, and how they envision the work of this position contributing to the university's diversity and inclusion goals, and, (2) a current CV. Applications will be reviewed by an advisory committee appointed by the Provost that will include faculty members from multiple units (including representation from the Faculty Senate) as well as academic leadership from within the colleges/schools and the Office of the Provost.

The final appointment is made by the Provost, with approval from the President. The appointment is expected to be announced in February 2022 and will become effective July 1, 2022.

POSITION RESPONSIBILITIES:

- Develop and implement faculty orientation and development programs (including those for new UVM faculty, faculty preparing for promotion, mid-career faculty, new and continuing department chairs and associate deans, search committee chairs, and others)
- Provide direction and leadership to faculty development units (CTL, WID, CELO)
- Work with academic deans to develop and implement college-level faculty recruitment, professional development, support, and recognition programs, as well as RPT and sabbatical guidelines
- Manage recruitment of faculty, including Henderson Fellows; review and approve all faculty search processes and appointments, including academic administrator appointments for chairs and program directors
- Manage processes around reappointment, promotion, and tenure (RPT), and voluntary separation of faculty
- Manage university faculty awards and nominations for external awards
- Manage dean's periodic and comprehensive review processes
- Review department chair reappointment recommendations
- Review appointments and renewals of Endowed Professorship/Chairs, appointments of University Distinguished Professors, and Emeriti faculty
- Review and approval of sabbatical and other leave requests
- Oversee faculty labor matters, grievances, and other employment-related legal matters (working with the academic units, Human Resources, United Academics, and the Office of the General Counsel), coordinate university response and resolution
- Review and approve off-cycle salary increase requests, compensation equity claims, summer per diem requests, and faculty emergency loan requests
- Liaison to the Retired Faculty and Administrative Officers

APPLICATION DEADLINE: December 1, 2021