

POSITION DESCRIPTION
Vice Provost for Academic Personnel
University of California, Irvine

SCOPE

Reporting directly to the Provost and Executive Vice Chancellor, the Vice Provost for Academic Personnel serves as the senior campus official responsible for Senate and non-Senate academic appointments, promotions, and advancements; academic recruitment and retention; faculty development programs; management of the Office of Academic Personnel; negotiation and implementation of contracts for unionized academic employees; and oversight of all academic personnel issues including faculty grievance and disciplinary proceedings. The Vice Provost serves as the Provost's liaison to relevant Academic Senate committees, represents the campus to the UC Office of the President, and collaborates with counterparts at other UC campuses to develop, refine, and implement academic personnel policies. The Vice Provost works closely with the Office of Inclusive Excellence to foster diversity, equity, and inclusion.

SPECIFIC RESPONSIBILITIES

1. Oversees and manages the Senate and non-Senate academic personnel processes with delegated approval authority for a range of actions and titles.
2. Develops and oversees programs and policies associated with faculty recruitment and retention.
3. Develops and implements academic support programs including new faculty orientation, the Provost Leadership Academy (PLA), and quarterly chair workshops.
4. Assists and advises the Provost and Executive Vice Chancellor on allocation decisions for faculty FTE resources.
5. Consults on all dean searches and dean reviews. Consult on appointment and review of other full-time administrators.
6. Oversees academic compensation issues, including the annual salary equity study, additional compensation policies (NSTP/NSP, HSCP), and classification of academic positions.
7. Oversees and advises on academic grievances, disciplinary issues, and matters of ethics and compliance including harassment, abusive conduct, discrimination, and disability management.
8. Oversees negotiations, contract implementation, and grievances associated with all unionized academic employee groups including graduate students, teaching assistants, postdoctoral scholars, academic researchers, and unit 18 lecturers.
9. Manages award programs including the Hellman Faculty Fellows, Regents' Professorships, and endowed chairs.
10. In coordination with the Provost and Executive Vice Chancellor, serves as liaison to the Council on Academic Personnel (CAP), the Committee on Privilege and Tenure (CPT), and Irvine Campus Housing Authority (ICHA).