



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A02185

Date: 08.18.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Director of Academic Personnel

DEPARTMENT:

**Faculty of Arts and Sciences (FAS)
Rose Hill**

POSITION SUMMARY:

The FAS Director of Academic Personnel supports the Dean of FAS/AVP for A&S in the development, optimization, and implementation of all faculty personnel processes including recruitment, appointment, reappointment, promotion, and development as well as the tenure process for tenure line faculty in A&S. The Director supports the FAS Associate Dean with processes related to the SEIU collective bargaining agreement. The Director reports to the Dean of FAS.

RESPONSIBILITIES:

Tenure Line Faculty:

- Manages the cross-functional and multi-office processes and communications to support recruitment and appointment of tenure-line faculty, including:
 - Coordination of departmental hiring requests.
 - Communication of hiring processes to A&S department chairs, including Provost authorizations, search committee expectations, deadlines, hiring terms, etc.
 - Promulgation of FAS policy and procedures in support of tenure-line searches.
- Coordinates cross-functional and multi-office processes of reappointment, tenure, and promotion of tenure-line faculty, including:
 - Coordination of department-level processes subtending these personnel decisions
 - Answering routine queries concerning statutory and policy-based requirements
 - Coordination of requests for outside faculty representatives on personnel committees
 - Gathering required materials from departments when the departmental side of the process is completed
 - Preparing materials for review by A&S deans
 - Coordination of the Dean of FAS's recommendations for all personnel processes
 - Communication of the deans' recommendations and all files to the Provost office for final review
- Coordinates cross-functional processes of merit awarding, including collection of departmental rankings, harvesting of data from faculty activity reports, presentation of data to the A&S deans for consideration, and communication of approved merit award lists.
- Coordinates department requests for emeritus/a recognition for a faculty member; notifies Emeritus/a Faculty Relations of newly emeritus/a faculty.
- Provides procedural expertise and technical support for department chairs, associate chairs, program directors, and A&S support staff, including updating the Handbook for Chairs and participation in the annual chair development workshops.
- Supports the Dean in the management of routine faculty requests pertaining to changes of Faculty Fellowship period, leaves of absence, medical and maternity leaves, and the like.



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RESPONSIBILITIES (cont'd.)

Non-Tenure Line Faculty:

- Designs and implement adjunct orientation, onboarding, and policy training
- Serves as an on-hand expert on SEIU contracts for A&S faculty and staff
- Handles inquiries and questions on non-tenure track personnel for the FAS Office from department chairs, program directors, faculty, and support staff
- Liaises with the SEIU Implementation Working Group
- Prepares and disseminates FAS policy and procedures information related to non-tenure track personnel for departments programs. Maintains this information on the FAS website
- Collects and monitors information and reports to the FAS Associate Dean on various NTT faculty situations:
 - department and program hiring requests, space, and capital requests for the coming year from annual reports
 - full-time non-tenure track hires and contract terms with their eligibility for hire the following year.
 - personnel norms
- Sends non-tenure-track authorizations to department chairs, assembles all non-tenure-track hiring information from departments for the Associate Dean's review, and prepares a draft of the Associate Dean's hiring recommendation with the Associate Dean prioritizing, fills requests for outside faculty on personnel committees
- Sends adjunct evaluation requests from the FAS Office to department chairs and program directors and supports them in preparing evaluation files
- Supports the Associate Dean in evaluating and, if necessary, redesigning workflows related to NTT personnel processes
- Records course reductions and overload requests for NTT faculty members and monitors equity

QUALIFICATIONS:

- Bachelor's Degree or equivalent in a relevant field is required.
- 3+ years of experience in higher education preferred
- Excellent Microsoft Excel, data entry, and word processing skills
- Superior oral and written communication skills
- Comfortable in interacting with students and faculty members in a professional and efficient manner.
- Excellent organizational skills.
- Meticulous manner and strict attention to detail are critical.
- Ability to maintain discretion and confidentiality is essential.

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

vkenny1@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*