



ASSISTANT PROVOST FOR ADVOCACY AND CONFLICT RESOLUTION

POSITION DESCRIPTION

Overview & Scope:

The Assistant Provost for Advocacy and Conflict Resolution (AP-ACR) will serve as a single point of contact in the Office of the Provost, the Office of the Executive Vice President for Research, and the Office of the President for faculty and student academic and research conflicts or issues, allegations of scientific and scholarly misconduct, and issues related to academic and research faculty in their roles as administrators, instructors, mentors, and researchers. The AP-ACR will work with all appropriate parties to address issues and seek resolution, as needed. Further, the AP-ACR will assess, provide suggestions for clarity, and advocate for policies related to teaching, scholarship, and student and faculty success in the classroom and team research settings.

Appointment and Reporting Structure:

This position – a 50% appointment in an academic faculty title – will report to the Provost and will operationally respond to and work closely with the Vice Provost for Graduate Education and Faculty Development (VPGEFD).

Responsibilities:

The AP-ACR will oversee a comprehensive process to address and resolve student, parent, administrator, and faculty member inquiries, complaints, and grievances; interpretation and enforcement of policies and rules; interpersonal disputes among stated parties; allegations of academic, scholarly, or research misconduct; and other academic concerns in compliance with all appropriate policies and procedures.

Specific duties of the position will include (but are not necessarily limited to):

- Handle and resolve student, parent, or faculty academic concerns and problems as referred by the Office of the President, the Office of the Provost, and the VP for Student Life/Dean of Students.
- Work directly with the Office of the VP for Student Life/Dean of Students and academic units to address issues related to the academic and research activities of individual academic and research faculty members and students. Provide information, intervention, and resolution as needed.
- Understand, interpret, and apply federal, state, Board of Regents, and Institute policies and procedures. Keep apprised of all relevant laws, policies, and issues.
- Coordinate with the Office of the Provost, Legal Affairs, and other relevant parties to respond to allegations of scientific misconduct in accordance with the Faculty Handbook.
- Consult with the VPGEFD, VPUE, Registrar's Office, the Office of Legal Affairs, Office of Human Resources, Office of Institute Diversity, and other individuals and units as needed to inform and seek solutions.
- Ensure confidential records to track contacts or referrals, actions taken, and resolutions are maintained. Work with appropriate individuals to provide confidential access to both update and share information about cases.

- Develop procedures and protocols for managing complaints, faculty and student conflict resolution, and various issues in compliance with Institute policy. Oversee and manage pathways for grievances related to the academic and research activities of faculty and students.
- Manage the academic grievance website.
- Review and address Institute policies requiring clarification or modification to ensure full support of the academic and research activities of faculty and students. Work with appropriate campus administrators and faculty governance as needed to address gaps, lack of clarity, or inconsistencies in policies intended to support the academic and research activities of faculty members and students.
- Keep the Provost, EVPR, VPGEFD, VP for Student Life/Dean of Students, and VPUE apprised of issues and trends.
- Communicate with Office of the Provost colleagues to ensure full functional coverage and operational continuity during absences.
- Attend Institute Curriculum Committee and similar faculty governance meetings periodically to understand current issues and decision processes.
- Serve on Institute committees and working groups related to academic and research issues and related policies and environment.
- Work with other units on campus – such as the VP for Student Life/Dean of Students, Legal Affairs, Internal Audit, Ombuds, and Campus Police – to address and resolve a variety of other issues that may impact students or faculty members, including but not limited to discrimination and/or harassment, ethics violations, and criminal violations.

Prior Experience & Minimum Education:

- Required Experience & Education:
 - Earned terminal degree
 - Ten or more years combined experience in higher education administration, instruction, and research
 - Significant sensitivity to and successful track record with issues of gender, race, ethnicity, sexual orientation, ability and veteran status as they appear in the academic environment, sufficient to support the Institute’s commitment to inclusive excellence.
- Additional preferred experiences include:
 - Experience resolving issues that arise between students and faculty in an instructional setting and graduate students and advisors in a team research setting
 - Experience with academic affairs policies and practices, FERPA, HIPPA, intellectual property, conflict of interest, and sponsored research policies regulatory environments.
 - Prior experience with mediation and dispute resolution
 - Understanding and appreciation of the faculty promotion and tenure processes.