Overview & Scope:
The Assistant Vice Provost for Advocacy and Conflict Resolution (AVP-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 AVP-ACR will work with all appropriate parties to address issues and seek resolution, as needed. The AVP-ACR will identify trends and opportunities to improve the academic and research environments for faculty, students, and post docs, providing training, coaching and connection to resources as appropriate. Further, the AVP-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 is a full-time 12-month academic faculty position. The AVP-ACR reports to the Vice Provost for Graduate Education and Faculty Development (VPGEFD) with a dotted reporting line to the Provost. The AVP-ACR is a member of the Provost’s leadership team.

Responsibilities:
The AVP-ACR provides advocacy and mentorship to students, post docs, and faculty as they navigate episodic conflicts. In addition, the AVP-ACR will help coach and train faculty and academic administrators to identify and prevent behaviors and actions that perpetuate an unproductive or negative environment. Working with staff and professionals in the Provost’s Office and academic units, the AVP-ACR oversees 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 include (but are not necessarily limited to):

- Work with staff and administrators to ensure resolution of 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. Provide information, intervention, and resolution as needed. Consult with the VPGEFD, Vice Provost for Undergraduate Education (VPUE), Registrar’s Office, the Office of Legal Affairs, Office of Human Resources, the Responsible Conduct of Research Program, Office of Institute Diversity, and other individuals and units as needed to inform and seek solutions.
- Work with the academic units, oversee the student academic issues website (in development) to ensure timely responses and identify trends and opportunities.
- Advise the Office of the Provost, Legal Affairs, and the Responsible Conduct of Research Program, Office of Research Integrity Assurance, and other relevant parties to respond to allegations of scientific and scholarly misconduct in accordance with the Faculty Handbook.
- Understand, interpret, and apply federal, state, Board of Regents, and Institute policies and procedures. Keep apprised of all laws, policies, and issues relevant to the AVP-ACR’s role. 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.

- Ensure appropriate and 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 and documenting 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.

- Keep the Provost, EVPR, VPGEFD, VP for Student Life/Dean of Students, GTHR, and VPUE apprised of issues and trends through formal and written annual reporting and more frequent reporting as required and appropriate.

- Work with other units on campus – such as the VP for Student Life/Dean of Students, Legal Affairs, Internal Audit, Ombuds, academic and research units, 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, harassment, ethical misconduct, and/or criminal violations.

- Provide training, coaching and connection to resources for faculty, administrators, students, and others in response to specific issues and opportunities.

- Serve on Institute committees and working groups as assigned related to academic or research issues, policies, and campus environment.

Prior Experience & Minimum Education:

- Required Experience & Education:
  - Earned terminal degree
  - Currently holding an academic or research faculty position at Georgia Tech (non-tenure-track, tenure-track, or tenured).
  - Classroom and instruction experience or experience with graduate students in a mentorship or advising relationship
  - Ten or more years combined experience in administration, instruction, or research in a university setting
  - 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 as a mentor to students and faculty.
  - 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, Title IX, HIPAA, intellectual property, conflict of interest, and sponsored research policies and/or experience working in regulatory environments.
  - Prior experience with mediation and dispute resolution
  - Understanding and appreciation of the faculty promotion and tenure processes.