Director of the Clemson University Faculty ADVANCEment Office

Position Summary

The Provost’s Office seeks an inspired, equity-minded, visionary leader to serve as the next Director of the Clemson University Faculty ADVANCEment Office, which is being created as a successor to Clemson’s successful NSF grant-funded TIGERS Advance Program.

As a leader, the Faculty ADVANCEment Office Director is responsible for cultivating and implementing research-informed programs that support faculty through culturally responsive and equity-minded strategies. Initially, programs will focus on faculty mentoring and faculty reviews (examples: TPR, annual reviews, teaching effectiveness). The Director will co-mentor a research assistant professor or postdoctoral researcher whose scholarship supports institutional assessments for the Office and contributes to their own professional advancement. The Director of the Clemson University Faculty ADVANCEment Office reports to and serves as a consultant to the Senior Associate Provost for Faculty Affairs on matters related to equity, diversity, inclusion, and belonging of the faculty in the areas of mentoring, review systems, and workload strategies/distribution.

The Faculty ADVANCEment Office Director is a highly visible campus leader who will espouse collaborative leadership approaches that give voice to a wide range of identities, experiences, and academic disciplines while being the driver of the programs organized by the Office. The Director will build upon the experiences of the NSF grant-funded TIGERS Advance Program while establishing this brand new Office at Clemson University during an exciting time of institutional transformation as the Clemson Elevate strategic plan takes shape.

Resource Allocation and Budget Management
The Faculty ADVANCEment Office Director will responsibly utilize financial resources to align activities and programs with the vision of the University as outlined in the strategic plan. The Director will ensure transparency and accountability. To the extent possible, the Director is expected to build collaborative partnerships and attract and obtain external resources through grants and partnerships. The Director may also be asked to submit applications for national or international recognition related to the Faculty ADVANCEment Office activities and goals.
Job Duties & Responsibilities

The following duties are expected and may not be all-inclusive. Duties may be modified based on institutional needs.

- Provides inspired and collaborative leadership for the Faculty ADVANCEment Office;
- Engages regularly with the Faculty ADVANCEment Office Advisory Committee for their input on key directions and decisions;
- Fosters institutional shared governance;
- Provides leadership in the implementation of programs in two major focus areas (Faculty Mentoring, and Bias in Faculty Reviews);
- Identifies opportunities to tie efforts of the Office to the University’s strategic plan;
- Identifies and engages in activities and funding opportunities enhancing engagement, scale, scope, and sustainability of the two major focus areas;
- Presents an annual report to the Provost and Senior Associate Provost for Faculty Affairs;

Essential Attributes

- Hold a tenured faculty position at Clemson University;
- Strong interpersonal communication skills and ability to interact with academic leadership, staff, and faculty;
- Experience in effective team building and consensus decision-making;
- Experience with academic leadership with awareness and/or openness to learn more about shared governance;
- Experience with programmatic planning, basic academic budgeting, annual program reviews, assessments, and reports;
- Commitment to diversity, equity, inclusion, and belonging of all faculty and higher education;

Co-lead Two Strategic Focus Area Teams

Two strategic focus area teams will provide an initial foundation for the Clemson University Faculty ADVANCEment Office. The Faculty ADVANCEment Director will co-lead these areas with one Faculty Affairs Fellow for each area team (total of 2 Faculty Affairs Fellows). The appointments of these Fellows will take place after the Director is appointed.

Focus #1: Faculty Mentoring Team
Faculty mentoring is a core component of faculty success and professional advancement. The Faculty ADVANCEment Office will examine trends in mentoring research and best practices and as well as organize and lead an existing university-wide network of senior faculty mentors who will use research-informed mentoring of mid and later-career faculty, a priority identified by groups that participated in the TIGERS Advance Trailblazers program.

Focus #2: Bias in Faculty Reviews Team
Decision-making processes and systems supporting faculty evaluations are critical contributors of faculty success across career stages, opportunities, and spaces. Clemson University intends to work
diligently and intentionally to employ best principles and practices in our systems and decision-making processes. As research in bias continues to expand, this focus area team will build upon the TIGERS Advance Senior Advocates program and the pilot TPR Bias workshop program to produce programming for targeted audiences that conduct and support faculty review systems. The specific systems will start with evaluations of teaching effectiveness, goal-setting and annual reviews, and tenure-promotion-reappointment (TPR).

**Beyond the Two Major Focus Areas:**
The foundation of a visionary and effective Faculty ADVANCEment Office is engagement in working towards a more diverse, equitable, and inclusive university community of instructors, researchers, and scholars comprising the faculty. An extension of this work is to increase the visibility and reputation of faculty advancement opportunities supporting the career progression of the faculty. Therefore, the Director is expected to play a key role in boosting visibility and accessibility of the resources provided by the faculty ADVANCEment office. The Director will use a collaborative leadership model incorporating research-informed principles with the following personnel in their office:

- Administrative Assistant
- Research Assistant Professor or Postdoctoral Fellow
- Two Faculty Affairs Fellows (each actively co-leading their focus area with the Director)
- Two teams comprising each focus area co-led by a Faculty Affairs Fellow and the Director

**Nomination & Application Process**
The Committee invites interested faculty to submit application packages by November 2 (11pm). Review of materials will begin immediately. Application packages should include a letter of interest (maximum three pages), and a full university-style CV. In the letter of interest, please include comments on the following:

- Your interests and experiences in being a champion of diversity, equity, inclusion, and belonging in higher education and especially for the faculty;
- Your leadership style and/or the leadership skills you would explore in this role;
- Comments on the relevance of the two major focus areas of the Office in faculty success and the future of Clemson University (areas: Faculty mentoring and Biases in review systems);
- How your educational and research/scholarship journey shape your interest in this position;

Applications will be reviewed by an advisory search committee starting November 3, 2022. Interviews are expected to be conducted mid-November. The start date of the Faculty ADVANCEment Director is flexible and can be on a phase-in basis with partial appointment Spring 2023 transitioning to a majority appointment (example 75%) beginning summer 2023. The initial term will be for 3 years, with a possibility to renew.

For additional information, please contact:
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