



## Associate Vice Provost of Administrative Resolution

Reporting directly to the Vice Provost of Academic Personnel (VPAP), the Associate Vice Provost for Administrative Resolution (AVPAR) works on administrative resolution within the Academic Personnel Office (APO). The AVPAR is an important campus leadership position responsible for anticipating, preventing, mitigating, and resolving conflict through mediation, informal negotiation, and formal procedures of review and resolution. The AVPAR works closely with Title IX, the Academic Senate, Campus Counsel, the Ombudsperson, Student Affairs, Judicial Affairs, Labor Relations, Affirmative Action, Campus Police, and others to review and resolve issues of policy, procedure, integrity, and collegial relations that have the potential to impact the well-being of UCR's students, staff and faculty, and the mission of the university.

The position is a 50%-time (0.5 FTE) appointment.

The AVPAR will:

- Support the APO vision for the Office of Administrative Resolution and oversee critical aspects of its operations.
- Act as the Chancellor's Designee for faculty disciplinary and grievance matters under APM 015 and 016, Senate Bylaw 335 and 336 and UCR Senate Bylaw Appendix 5 up until the time cases are returned from the senate committee on charges, at which point the VPAP becomes the Chancellor's Designee.
- Consult with the VPAP in non-identifiable ways when considering options for early resolution and informal resolution to cases.
- Act as Chancellor's Designee for SVSH issues regarding Senate and non-Senate academic appointees.
- Coordinate relevant and effective campus-wide training, education and mediation for administrators, faculty and staff.
- Advise the Chancellor, Provost and Executive Vice Chancellor, Office of Academic Personnel and Academic Senate on appropriate policy and practice matters and interpretations, including appropriate revisions to policies and practices, as needed.
- Work closely with Campus Counsel as faculty-related legal risks arise.
- Interface with the relevant Academic Senate committees on a regular basis.
- Adhere to the UCR Principles of Community.
- Perform other duties as assigned by the VPAP.

Critical attributes include:

- Appointment as a tenured ladder-rank Professor at the University of California, Riverside.
- Active engagement in research and teaching.
- Exceptional organizational, interpersonal, written, and oral communication skills.



- Leadership experiences that place a premium on the successful management of conflict, especially in faculty related areas (e.g., department chair, associate dean, service on Academic Senate committees such as Academic Personnel, Privilege and Tenure, Charges, Diversity and Equal Opportunity, or Faculty Welfare).
- Experience handling sensitive issues with keen judgment, diplomacy, tact, and confidentiality.
- An understanding of the importance of, and demonstrated success in, promoting diversity and inclusion among faculty, staff, and students.
- Ability to work effectively and collaboratively as a member of a leadership team.

Preferred skills, knowledge, abilities, and competencies:

- Significant knowledge of the organizational unit's objectives and scope of activities.
- Thorough knowledge of University administrative organization, policies, procedures, and practices including the principle of shared governance.
- Familiarity with campus conflict resolution procedures.

Qualified candidates are ladder-rank tenured faculty of the University of California Riverside and who have relevant administrative leadership experience.

Confidential review of nominations and expressions of interest will begin immediately. Please direct nominations, applications, and questions to Human Resources Manager Tanya Adams ([tanya.adams@ucr.edu](mailto:tanya.adams@ucr.edu); 951.827.2112). **To be ensured full consideration, please apply by submitting a cover letter, curriculum vitae, and statement of contributions to diversity (more information provided below) to [tanya.adams@ucr.edu](mailto:tanya.adams@ucr.edu) by January 29<sup>th</sup>, 2021. Selected finalists will be invited to interview and will be asked to participate in a faculty open forum.**

*The University of California is an Equal Opportunity / Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.*

*In a "Statement of Contributions to Diversity," we ask applicants to describe their past and/or potential future contributions to promoting a diverse, equitable, and inclusive environment, which is a key requirement of the role of every faculty member and administrator at UCR. There are numerous ways to contribute, and a commitment to this part of our mission can be reflected through research, teaching, supervision, mentoring, community engagement, service, and any of the other varied activities that are a part of an academic career.*