



## Vice Provost for Administrative Resolution

Interim Provost and Executive Vice Chancellor Thomas M. Smith invites applications for the position of Vice Provost for Administrative Resolution (VPAR) at UC Riverside. This is an internal campus search for a 50% appointment reporting directly to the Provost and Executive Vice Chancellor.

The VPAR 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 VPAR 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 VPAR will:

- Provide vision and leadership for the Office of Administrative Resolution and oversee all 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
- 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 Provost and Executive Vice Chancellor.

Critical attributes include:

- Appointment as a tenured ladder-rank faculty member 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.

*\*Please note that this position description is subject to change depending on the outcome of the final consultation period with the Academic Senate.*

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 Thursday, May 13<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.*