

Official Title: Associate Provost (Faculty Affairs)

Pay Schedule: AD-09

Tenure/Non-Tenure Track

- A. Summary:** The Associate Provost for Faculty Affairs (APFA) works directly for the Provost and Academic Dean on a wide range of complex and sensitive faculty issues. The APFA develops and executes policies, programs, and procedures related to NPS faculty.
- B. Duties:** The Associate Provost
- Assists the Provost on faculty promotion and tenure policies and procedures;
 - Assists the Provost and President on faculty hiring and position descriptions
 - Organizes and plans for annual faculty merit step awards with Faculty Administration;
 - Serves as the Volunteer Service Coordinator for NPS; coordinates the program with and through Faculty Administration;
 - Advises the Provost on the faculty sabbatical program;
 - Supervises Faculty Administration
 - Manages the program for faculty activity (data and reporting), the Faculty Activity Information and Reporting System (FAIRS);
 - Supports NPS as needed for external reviews such as accreditation visits and inspections general;
 - Coordinates with the office of Institutional Research on research and reporting related to faculty
- C. Scope of Duties:** The Associate Provost for Faculty Affairs works independently under the direct supervision of the Provost; supervises Faculty Administration; and collaborates with other entities within NPS (e.g. Human Resources, Office of Council, others) as well as external DoN, DoD and other organizations.
- D. Qualifications:**
- A doctoral or other terminal degree in a discipline relevant to the school; or a masters degree in a discipline relevant to the school combined with significant leadership experience gained as a senior military officer (i.e., O-5 or higher); or as a senior manager at the department/division head level in a university or other large and diverse organization.
 - Significant administrative experience (typically 4 years or more) as a departmental chair, associate chair, academic associate or equivalent experience in one or more accredited Institutions of higher education or equivalent experience; and,
 - Significant accomplishments in education, research and/or service commensurate with an appointment as a senior faculty member.
- E. Special Requirements:** Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum; incumbent required to file OGE 450, Confidential Financial Disclosure Report.