

Associate Dean for Faculty and Staff Advancement
University of Kentucky

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Downloaded On: Oct. 4, 2024 3:12pm

Posted Oct. 1, 2024, set to expire Oct. 9, 2024

Job Title	Associate Dean for Faculty and Staff Advancement
Department	7P610:COLLEGE OF PUBLIC HEALTH
Institution	University of Kentucky Lexington, Kentucky
Date Posted	Oct. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Human Resources
Job Website	https://ukjobs.uky.edu/postings/550430
Apply By Email	
Job Description	

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The College of Public Health has established an Associate Dean for Faculty and Staff Advancement administrative position to provide expertise to further the goals of the college through developing and guiding personnel. The Associate Dean will be a key member of the Dean's senior administrative team who will have oversight for personnel-related activities and will work with management to provide services to faculty and staff. The Associate Dean will oversee personnel development and management, quality assessment and improvement, support for the faculty and staff, and facilitate a culture of community and belonging. The Associate Dean will function in the College of Public Health as a full-time faculty member at the rank of Full Professor, with tenure. Teaching, research, and service activities will be negotiated with the appropriate department chair in consultation with the Dean in balance with the duties required for the administrative role.

The Associate Dean will be expected to:

- **Advance an impactful vision for faculty and staff advancement within CPH**
 - Develop, communicate, and assess the creative vision for CPH's faculty and staff support endeavors
 - Articulate clear strategies for faculty and staff advancement
 - Conduct periodic assessment of professional developmental needs to provide appropriate guidance and support
 - Build opportunities for leadership and other training and mentoring programs
 - Collaborate with the Office of the Dean to develop financial projections for planning and implementation purposes
- **Engage with partners to establish a culture of mutual accountability and recognition**
 - Addresses faculty and staff issues and concerns when not resolved at the supervisor level and prior to the Dean level.
 - Partner with CPH and UK Marketing/Public Relations teams to enhance internal communications, including deadlines, awards, and accomplishments.
 - Coordinate and oversee the college level faculty orientation, welcome, and review/promotion processes, protocols, and programs.
 - Coordinate and oversee the staff orientation, welcome, and review processes.
 - Lead faculty and staff professional development initiatives
 - Develop and coordinate CPH's nomination process for university-level faculty and staff awards and recognition
 - Collaborate with CPH units to establish/assess minimum normative expectations associated with faculty productivity
- **Develop a dynamic faculty and staff workforce within CPH**
 - Serve as liaison between CPH and UK Office for Faculty Advancement



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- Develop strategies to promote retaining and recruiting faculty and staff, including working with both the Office of Faculty Advancement and UK Human Resources on processes for recruitment, hiring, retention, and retirement
- Advise the Office of the Dean on offer development and start-up/recruitment packages and salary raise programs for faculty
- Collaborate with CPH units to formulate annual and long-term faculty and staff hiring plans
- Ensure compliance with policies and procedures related to faculty recruitment and retention
- Provide leadership related to personnel matters
- Conduct exit interviews with faculty and staff members
- Oversee faculty promotion and/or tenure and 2-/4- year review processes
- **Foster a network of supportive resources consistent with faculty and staff excellence**
 - Serve as an advocate for faculty and staff
 - Provide consultation to supervisors to ensure compliance with college/university policies and procedures.
 - Ensure faculty and their department chairs and centers are aware of institutional policies, procedures, and best practices for academic advancement (including annual reviews, tenure, and promotion) and accreditation.
 - Serve as an impartial resource and mentor available to college faculty and staff to explore professional opportunities, discuss concerns, and provide and identify resources.
 - Procure and manage resources - financial and otherwise - to promote faculty and staff capacity (including incentive programs, etc.)
 - Support an infrastructure consistent with developing strong networks between CPH faculty and staff, and external partners
 - Collaborate to conceptualize faculty and staff wellbeing initiatives.
 - Cultivate an inclusive environment consistent with CPH's efforts

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact