

Assistant Provost for Faculty Development Tufts University

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Posted May 6, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Provost for Faculty Development
Department	Office of the Provost
Institution	Tufts University Medford, Massachusetts
Date Posted	May 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate Provost/Chancellor
Academic Field(s)	Senior Administration University Administration
Job Website	https://jobs.tufts.edu/jobs/21533?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of the Provost is responsible for setting and guiding institutional and budgetary priorities that advance the University's academic mission. Together with Provosts and senior administrators, the Provost directs and supports the partnerships, collaborations and planning initiatives on three Massachusetts campuses and an international center in Talloires, France. This team of academic leaders ensures that educational and research programs are of the highest quality by working closely with faculty, staff, alumni, and students to fulfill the University's goals and aspirations. The Office of the Provost is also responsible for the library system, international and industry collaborations and the ten Boards of Advisors.

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What You'll Do

We are seeking an innovative and dynamic Assistant Provost for Faculty to join our leadership team. This position is responsible for advancing the strategic priorities of the Office of the Provost as they relate to mentoring, professional development, recruitment and retention, and leadership initiatives. The Assistant Provost will work closely with faculty and academic leaders across schools to cultivate an environment that supports and elevates faculty across all stages of their careers.

The ideal candidate will have a passion for fostering faculty success, and experience in designing and implementing faculty development, mentoring, and leadership programs that support Tufts overall mission and goals. This role requires a strong track record of collaboration and success in higher education faculty development.

Essential Functions:

General

- Responsible for spearheading efforts to create, support, and elevate faculty, working across units within and beyond the Provost's Office to establish associated best practices.
- Provides leadership in a broad range of efforts to make Tufts the best possible place for faculty to teach and conduct research.

Faculty Mentoring

- Develop, implement, and oversee a comprehensive mentoring program to support faculty at all career stages, including cross-disciplinary initiatives that foster supportive faculty networks.
- Work closely with the Office of the Vice Provost for Institutional Inclusive Excellence faculty engagement with community connection and inclusion efforts.

Leadership Development

- Create and manage programs that build leadership capacity within the faculty, equipping them to take on roles in governance, department leadership, academic affairs, and beyond.
- Collaborate with senior leadership to identify and cultivate emerging faculty leaders and enhance a variety of skills such as strategic thinking, communication, conflict resolution, and inclusivity.

Tailored Career Support

- Design targeted programs to enhance the professional development of mid-career and advanced-career faculty, focusing on areas such as research innovation, work-life balance, and leadership opportunities.

Collaboration and Community Building

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- Foster a culture of collaboration across departments, facilitating communication and networking opportunities among faculty members and with other units such as the Center for Excellence in Teaching and Learning (CELT) and the Office for Institutional Inclusive Excellence (OIIE)
- Build a network of faculty mentors and leaders to strengthen the sense of community and shared purpose at Tufts.

Assessment and Evaluation

- Regularly assess the effectiveness of mentoring, development, and leadership programs.
- Use data-driven approaches to adjust and refine strategies to meet faculty needs.
- Provide regular reports to the Vice Provost and other senior leadership on progress and outcomes related to faculty development initiatives.

What We're Looking For

Basic Requirements:

- An advanced degree (Master's degree or higher) and 3-5 years in progressively responsible academic administration
- Familiarity with current trends and best practices in faculty mentoring, faculty success, and leadership development.
- Ability to work collaboratively with faculty, staff, and senior leadership in a dynamic and complex environment.
- Exceptional communication and interpersonal skills, with the ability to engage and inspire faculty.
- Strong organizational and problem-solving skills, with the ability to manage multiple initiatives simultaneously.
- Strong commitment to fostering an inclusive academic environment.

Preferred Qualifications:

- An advanced degree (Ph.D. or equivalent), with a demonstrated record of excellence in teaching, research, and leadership.
- Experience with faculty governance and academic administration..
- A proven track record in faculty mentoring and leadership development and the evaluation of such programs.

To apply:

Interested applicants should submit a cover letter and resume/CV; please also be prepared to share at least three references, should you be identified as a finalist. In your cover letter, please describe your approach to mentoring and leadership development in higher education, and how your experience aligns with the mission and values of Tufts University.

Pay Range

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Minimum \$103,950.00, Midpoint \$129,950.00, Maximum \$156,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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