



**Senior Associate Vice Chancellor for Academic Affairs,  
Indiana University-Purdue University Indianapolis (IUPUI)**

**Position Description**

The Senior Associate Vice Chancellor for Academic Affairs (SAVCAA) at Indiana University-Purdue University Indianapolis (IUPUI) is a key member of the campus's executive leadership team working closely with, and reporting to, the Executive Vice Chancellor and Chief Academic Officer (EVC/CAO). Primary responsibility is to provide leadership and vision for the direction of faculty affairs and faculty life on the IUPUI campus. The SAVCAA will represent the Office of Academic Affairs to the IUPUI campus in the absence of the EVC/CAO. The SAVCAA assumes primary responsibility for directing the following:

*I. Faculty Policy and Process Administration*

- Oversees, advises and assures due process on a variety of faculty policies and processes, including search and screen; faculty annual review and reappointment; promotion and tenure; sabbatical requests; faculty honors and awards; faculty complaints, mediation and resolution; and faculty grievances
- Annual update of IUPUI's promotion and tenure guidelines, as well as the IUPUI campus supplement to Indiana University's academic handbook
- Unresolved student appeals of academic or personal misconduct
- Advising deans related to faculty issues and academic policy
- Participate in dean and faculty searches, in collaboration with the Office of Equal Opportunity

*II. Faculty Awards, Events and Programs*

- Faculty honors and awards
- Professional development of faculty and academic administrators
- New faculty welcome
- Chair development
- Special events hosted by the Office of Academic Affairs

*III. Management and Supervision*

- Office of Academic Affairs
- Office of Faculty Appointments & Advancement (FAA)
- Executive Director of the Center for Teaching and Learning
- Director of the Office for Women
- Director of the ePortfolio
- Director of Faculty Enhancement

*IV. Support for the Development of Academic Program Proposals and Collaborative Online Degrees*

- Support faculty in developing pre-proposals and full proposals for new academic degrees, certificates, and minors
- Liaison to IU Assistant Vice President for Statewide Academic Relations
- Liaison to IU Online



V. *Liaison to Committees and Councils*

- Faculty: Indianapolis Faculty Council (IFC), Executive Committee of the IUPUI Faculty Council, Faculty Affairs Committee, Faculty Handbook Committees, Chancellor's Council of Deans and Academic Deans Council, Academic Affairs Leadership Council, Faculty Affairs Leadership Council
- Staff: Liaison to Staff Council
- Student: Council Retention and Graduation, Undergraduate Affairs Committee (UAC), Graduate Affairs Committee
- Institution: IUPUI Behavioral Consultation Team, IUPUI Emergency Management Planning Committee and IU Policy Advisory Council

VI. *Institutional Planning and Strategic Initiatives*

- Co-leading activities related to campus HLC accreditation
- Support for transition to Activity Insight/Digital Measures
- Support for the recruitment and retention of underrepresented faculty
- Dual career hiring project
- Faculty mentoring initiatives
- Faculty work/life balance
- Adjunct faculty promotion proposals
- Administering the IUPUI Conference Fund

In addition to the above areas of responsibility, the Senior Associate Vice Chancellor responds to needs and initiatives as they arise, while also initiating programs or activities that will enhance faculty affairs and faculty life on the IUPUI campus.

**Qualifications:** The successful candidate for this key academic leadership role will have the following qualifications:

- A terminal degree and a tenured faculty appointment at the rank of full professor on the IU campuses
- Extensive administrative experience in a complex organizational context or at least three years of successful administrative experience that involves faculty leadership
- Vision to recommend innovative strategies that enhance campus and faculty life, as well as attention to details. Familiarity with faculty policies and procedures
- Excellent written and oral communication skills
- Emotionally intelligent and demonstrated ability to collaborate effectively with faculty, staff and administrators
- Demonstrated ability to build collaborative working groups to identify and pursue projects and implement policies
- Demonstrated ability to not only respond to articulated faculty concerns but also to anticipate potential challenges
- Flexibility to adapt to changes in a dynamic campus environment, open to innovation and change
- Attentive to details and able to see the big picture
- Vision to recommend innovative strategies that enhance campus and faculty life
- Ability to disseminate scholarly reports of the many initiatives going on at IUPUI
- Ability to engender respect and trust from many constituents