

Request for Applications: Provost Fellow of Faculty Success

Provost Fellow of Faculty Success Office of Academic Affairs

Duties and Responsibilities

The Provost Fellow will play a key role in promoting and enabling faculty success. Specific responsibilities include:

1. Ensuring consistencies in and compliance with promotion and tenure policies,
2. Serving as a liaison across all colleges to monitor promotion and tenure guidelines,
3. Facilitating mentoring and advising activities for junior faculty in collaboration with colleges,
4. Ensuring equitable practices with faculty grievance decisions,
5. Coordinating the process for targeted salary increases for faculty,
6. Serving as a liaison with HR, Office of Research, Creativity, and Economic Development, and Office of Student Services, to address faculty needs, and
7. Reviewing/developing practices, processes, and initiatives that promote faculty success.

Eligibility

Full-time tenured faculty at the rank of Full Professor who are interested in gaining administrative experience in the Provost's Office are eligible to apply. This position requires up to 0.50 FTE (negotiable) during the academic year, with an additional administrative supplement plus summer salary. The appointment as Provost Fellow is for one year, with the possibility of renewal in subsequent years.

Application Requirements

Applications should be submitted as a single PDF and include the following:

1. Letter of interest (no longer than two pages) describing the applicant's interest in being a Provost Fellow, how the applicant's background and experiences align with the responsibilities listed above, and any faculty success initiatives of particular interest to the applicant.
2. Current vita (limited to two pages)

Please send applications to Gaby Cisneros in the Office of the Provost at gcisnero@nmsu.edu by 5:00 p.m., September 4. For any questions, you may contact Gaby at (575) 646-3873. Please ensure the email subject line reads: "Application: Provost Fellow of Faculty Success – [First and Last Name]."