University Information

| Org/College: | Office of the Provost |
| Org/Dept/Sub-dept #: | 02-0105-00000 |
| UI Job Code: | PGB5 |
| Pay Level: | 7A |
| Job Function: | Human Resources |
| Job Family: | Human Resources Specialty Services |
| University Classification: | Senior Director, HR Services |

Department Information

| Position #: | 00118391 |
| Working Title (if applicable): | Faculty HR Director |
| This Position Reports to (Title/Position #): | Associate Provost for Faculty / 0000147 |

Administrative Supervision?: Yes

Position Overview: This position is responsible for managing the institutional faculty HR functions to support the faculty career lifecycle for academic units. Reviewing and approving faculty HR transaction forms and providing counsel to departmental and collegiate administrators on areas related to faculty administration policies and procedures (e.g., recruitment to retirement). Managing the institutional promotion and tenure process and generating the Board of Regents report. Ensuring compliance with institutional faculty policies and procedures. Assisting the Associate Provost for Faculty with developing, implementing, and evaluating faculty policies and procedures, and special projects. Collaborating with University HR, UI Health Care, Office of Equal Opportunity and Diversity (EOD), General Counsel, and other campus stakeholders to solve complex/controversial problems. Designing and facilitating training sessions, developing guidance documents, surveys, and electronic communication. Collaborating with Information Technology Services on the development, implementation, and evaluation of faculty applications and dashboards. Convening the collegiate Faculty HR Rep group to communicate new processes, discuss issues, and share best practices. Researching, investigating, and conducting strategic faculty data analysis (e.g., faculty surveys, salary equity). Assisting with faculty recruitment, retention, DEI, and development initiatives. Serving on campus committees to represent the “faculty HR perspective.” This position has supervision over a Faculty HR Specialist.

Position Information

Key Areas of Responsibility

Program Development and Administration

Forecast, develop and implement programs and services in specialty area. Considered University expert in area of specialty. Conducts assessment of programs and initiatives to determine return on investment and organizational effectiveness. Collaborate with leaders to develop program strategies across employee groups. Lead strategic planning based on long term future needs and the University strategic plan. Lead strategic planning for system development. Evaluate effectiveness of systems and programs.

- Review, verify, and approve Faculty HR transactions in UI Workflow (e.g., faculty search & selection summaries, waivers, transfers, offer letters/employment agreements, special compensation, extensions) with limited oversight. Errors could have significant organizational impact.
- Work closely with the Associate Provost for Faculty to discuss challenging situations and confer central administration approval.
- Maintain excellent records of key transactions to provide auditable level of supporting documentation.
- Coordinate the University’s annual promotion and tenure review process. Work with colleges to determine review schedule, maintain internal records of promotion decisions, prepare Iowa Board of Regents report, and assist the Associate Provost for Faculty in reviewing cases, as needed.
• Oversee institutional compliance for the Faculty Review processes on behalf of the Office of the Provost for probationary tenure-, post tenure, clinical-, research- and instructional-track faculty.

Metrics and Data Analysis
Formulate, direct and prioritize reports, providing advanced analysis and interpretation. Anticipate strategic needs based on data analysis and campus needs. Provide expert analysis and reports on complex issues to leadership. Provide best practice recommendations to leadership. May be responsible for directing data analysis and reporting initiatives for multiple specialty areas.

- Assist with development of reports for internal (e.g., University administration) and external (e.g., Iowa Board of Regents) audiences.
- Extract and analyze data to determine trends/outcomes.
- Research literature and other organizations’ best practices to provide recommendations for program development or enhancements.

Policies, Laws and Regulations
Perform complex analysis and interpretation of compliance requirements. Interface with internal units and external agencies for consultation/clarification and interpretation in specialized areas. Assign and direct policy development in compliance with regulations. Review and recommend policy to University leadership or approve new policy. Assure that the University process is in place to adhere to external standards.

- Interpret and assure compliance with University policies and procedures supporting the faculty career life cycle.
- Work with the Associate Provost for Faculty team to collaborate with shared governance bodies to research and recommend new policies or revisions to existing policies.

Advising/Communication
Partner with leadership and provide consultation based upon the strategic mission of the organization. Lead, develop and initiate strategies that influence the organizational environment. Has significant influence over University HR policies and practices. Lead communication strategies for organization that address specialized human resource issues. Provide guidance/counsel to organization and/or University leadership. Negotiate with internal and external stakeholders to reach desired outcomes.

- Provide expert knowledge to collegiate representatives and central administration regarding Faculty HR and faculty career life cycle.
- Provide counsel to collegiate faculty HR representatives and central administration on areas of faculty administration policies and procedures.
- Assist in providing collegiate units the necessary information and training pertaining to changes in programs, policies, and/or processes, including use of web-based communication tools.
- Maintain excellent relationships with offices on campus to ensure efficient functioning and collaborative referrals.
- Serve on campus committees, as relevant.

Training and Educational Programs
Anticipate educational needs. Leads University in promotion of best practices in curriculum design. Recommend funding to support educational needs. Negotiate with vendors. Provide oversight of educational programming. Analyze effectiveness and make decisions on course offerings and training and present findings to senior administration.

- Design and facilitate training sessions on faculty HR policies, procedures, and faculty admin systems (e.g., overview of Faculty HR, processing faculty HR Transaction forms, and Faculty Reviews).
- Assist in onboarding new Faculty HR reps.
- Disseminate information and communicate complex concepts to improve colleagues’ ability to explain information clearly.

Universal Competencies and Proficiency Levels

Diversity, Equity and Inclusion
Proficiency Level: Expert/Leader
Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people
across multiple identities, including race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.

- Articulates the importance of diversity, equity & inclusion to UI’s mission to multiple internal and external constituencies.
- Uses data to identify inequitable policies and practices in their unit and implements continuous improvement strategies to ensure more equitable outcomes.
- Coaches/teaches others to develop diverse, equitable and inclusive environments, including supporting unit understanding of impact strategies to address institutional racism, sexism and other biases.
- Operationalizes diversity-, inclusive-, and equity-mindedness in unit strategic planning.
- Promotes a collaborative workplace climate that recognizes, celebrates, and rewards diversity, equity & inclusion.
- Recognizes and addresses incidents of explicit and implicit bias, including one’s own; holds people accountable for problematic behavior.

Collaboration/Positive Impact
Proficiency Level: Expert/Leader

Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.

- Creates and champions initiatives that foster respectful communication, learning and a spirit of cooperation.
- Regularly shares information and effectively influences to gain common commitment in achieving objectives.
- Shapes unit/department, college/division, or university governance so as to reinforce collaboration, accountability, and responsibility.
- Promotes a climate that recognizes, celebrates, and rewards collaboration.
- Works to create a climate that values and rewards initiative, excellence, continual learning, and achievement of results.
- Deals effectively with ambiguity and change; coaches others in behaviors and prepares others through development for ongoing effectiveness.

Service Excellence/Customer Focus
Proficiency Level: Expert/Leader

Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.

- Effectively uses a broad range of methods in communicating complex ideas to diverse populations.
- Monitors profession/field/discipline for trends and implements innovative solutions to enhance service.
- Builds successful track record of superior personal and organizational service delivery in diverse environments.
- Promotes excellence achieved through reports or other media for distribution to internal and/or external constituents and the professional community.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Position Technical Competencies and Proficiency Levels

Human Resources Planning and Development
Proficiency Level: Expert/Leader

Knowledge of and ability to plan and develop an organization's faculty HR operations in order to increase individual and organizational effectiveness.

- Develops a system to collect HR operational issues and challenges within the organization.
- Predicts the key roles and trends of HR planning and development within the industry.
- Establishes best practices of human resources planning and development within the industry.
- Forecasts future developments within the HR industry and plans accordingly.
- Designs training programs to improve the communication between HR functions and business units.
- Leads in aligning HR planning and development with the organization's overall strategy.

Human Resources Policies, Strategies and Environment
Proficiency Level: Expert/Leader

Knowledge of major responsibilities, accountabilities, and organization of the Human Resources (HR) function or department; ability to use and effectively administrate the organization's HR policies, strategies and environment.

- Champions the adoption of new tools and techniques used in leading and directing an HR organization.
- Advocates the mission, vision and objectives of the HR function.
- Plays leadership role in the design and implementation of major HR initiatives and programs.
- Designs financial, staffing and competency requirements for HR associates.
- Develops HR organizational strategies based on business and industry trends and experiences.
- Leads discussions on the theoretical background of the evolving roles and responsibilities of the HR function.

**Human Resources Consulting**  
*Proficiency Level: Expert/Leader*  
*Knowledge of HR approaches, tools and techniques; ability to inform, guide and advise managers in HR-related initiatives.*

- Mentors others on the overall consulting process with line management for HR issues.
- Designs and implements different and complex organizational HR interventions.
- Designs training programs on how to properly manage complex global, political, and organizational issues related to HR.
- Creates and builds executive level HR consulting strategies for the organization.
- Predicts global industry and competitive trends and practices in HR consulting.
- Contributes to best practices for HR consulting programs in the organization and promotes them industry wide.

**Industry/Profession Knowledge, Trends and Direction**  
*Proficiency Level: Expert/Leader*  
*Knowledge of the organization’s industry or profession’s trends, directions, major issues, and regulatory considerations; ability to apply this knowledge appropriately to diverse situations.*

- Articulates and discusses industry or profession-specific issues and challenges within own organization.
- Contributes to industry or profession best practices.
- Monitors industry, profession changes and communicates implications to management.
- Participates in developing industry or profession standards.
- Comments on recent developments in industry or profession’s regulatory environment.
- Coaches and supports others to be actively involved in industry or profession association.

**Communicating for Effective Relationships**  
*Proficiency Level: Expert/Leader*  
*Knowledge and application of the communication techniques and relationship building skills that develop the ability to work with a variety of individuals and groups in a constructive and collaborative manner.*

- Uses a broad range of techniques in communicating complex ideas to diverse populations; verifying that message is received as intended.
- Coaches others in developing and maintaining cooperative and satisfying relationships with individuals, functions or departments.
- Ensures others understand the critical elements of effective and efficient communication techniques.
- Facilitates communication, directness and spirit of cooperation among staff, with clients, and other functions.
- Develops others to communicate well and work with highly difficult people and situations.
- Works to create a climate that develops and values effective communication skills and developing collaborative relationships.

**Data Gathering and Reporting**  
*Proficiency Level: Expert/Leader*  
*Knowledge of and ability to utilize tools, techniques and processes for gathering and reporting data in a particular department or division of a company.*

- Mentors others on using multiple methods and tools for gathering data and producing reports.
- Designs training programs on a variety of approaches to analyzing and presenting results.
- Leads evaluation of errors in data results and data reports; assesses their impact on the organization and industry.
- Predicts trends based on patterns found in organizational data reports.
- Leads discussions on the theoretical background and understanding of fact finding and analysis.
- Leads in the selection of statistical tools and methodologies for organizational data.

**HR: Policies, Standards and Procedures**  
*Proficiency Level: Expert/Leader*
Knowledge of and ability to uphold the organization's and industry's standards, procedures and policies regarding human resources management.

- Consults on public and private sector HR standards and impacts on the organization.
- Plays a leadership role in developing policies and standards for a major functional area.
- Develops and implements effective cross-functional standards.
- Promotes communication vehicles for informing new policies and procedures to personnel.
- Leads organizational and functional adherence to procedures and policies.
- Designs and negotiates guidelines for policies and standards.

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<th>Planning: Tactical, Strategic</th>
<th>Proficiency Level: Expert/Leader</th>
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<td>Ability to contribute to operational (short term), tactical (1-2 years) and strategic (3-5 years) planning in support of the overall business plan.</td>
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- Contributes to the overall strategic business goals and plans of the organization.
- Creates and implements a strategy for supporting current and future business needs.
- Directs the development, maintenance, and communication of own function's strategic plan.
- Reviews and consults on the final strategic plan in collaboration with the business units.
- Develops long-term strategies to deliver services that keep pace with technology trends.
- Monitors industry for innovations in planning processes.

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<th>Relationship Management</th>
<th>Proficiency Level: Expert/Leader</th>
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<td>Ability to establish and build healthy working relationships and partnerships with colleagues within and external to own unit, those to whom services are provided, vendors, the public, regulatory/governmental agencies, etc., all of whom may be seen as &quot;customers&quot; or receivers of services provided by the University.</td>
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- Oversees "customer" reviews to clarify expectations and discuss actual service delivery.
- Coaches others in the value, issues, and methods of collaborative partnerships.
- Helps team, colleagues and others discern trends and their implications for service delivery, strategic direction, operational improvement, etc.
- Maintains status information on major developments in "customer" environment.
- Collaborates with clients in the pursuit of common work objectives.
- Fosters a climate conducive to establishing positive working relationships with outsiders.

Position Qualifications

**Required Qualifications**

- Master’s degree or an equivalent combination of education and experience.
- 5-7 years of progressive administrative or managerial experience in academic administration.
- Demonstrates Expert/Leader knowledge and ability to:
  - Plan and develop an organization’s faculty HR enterprise to increase individual and organizational effectiveness.
  - Effectively administer the organization’s HR policies, procedures, and strategies.
  - Disseminate information and communicate complex concepts to improve colleagues’ ability to explain information clearly.
  - Apply communication techniques and relationship building skills that develop the ability to work with a variety of individuals and groups in a constructive and collaborative manner.
  - Demonstrate commitment to diversity and work effectively and collaboratively with diverse teams, including the ability to lead initiatives to advance diversity, equity, and inclusion.

**Desirable Qualifications**

- Experience within the specific field of faculty human resources.
- Skills and experience managing projects including identifying risks and creating contingency plans, planning, organizing, monitoring, maintaining communication and coaching other in open communication.
- Ability to deliver formal and informal workshops and trainings using knowledge of approaches, tools and techniques, and analyzing feedback for improvements.
- Familiarity with HR workflow transactions.