POSITION ANNOUNCEMENT
Title: Program Manager
Functional Title Administrative Manager of Faculty Affairs
Position Number: 103228
Category Status: Exempt Regular, Full-time
Unit: University of Maryland Extension – Associate Dean and Associate Director

Position Summary/Purpose of Position:
Chartered as the Maryland Agricultural College on March 6, 1856, the College of Agriculture and Natural Resources is the cornerstone of the University of Maryland system, built upon a foundation of sound science, groundbreaking research through the Agricultural Experiment Station and Maryland pride. The University of Maryland College of Agriculture and Natural Resources (AGNR) is a leading Land-Grant institution providing teaching, research, and programs through the University of Maryland Extension (UME) to a diverse clientele in the State of Maryland and beyond. UME has over 160 faculty members of tenure-track (TTK) and professional-track (PTK).

This position reports to the Associate Dean/Associate Director of UME and works with the AGNR Dean's office to manage faculty and academic affairs for UME. The Faculty Affairs Manager will stay proactive with faculty and academic affairs policies, procedures, and system changes at the College, University, and University Systems of Maryland level to ensure UME's compliance. This position manages various faculty affairs processes, including appointment, evaluation, promotion, tenure, and other faculty reviews. The position creates and manages templates, databases, tracking tools, and management systems for efficient faculty affairs administration. They will collaborate with UME senior leadership, Human Resources, and Faculty Affairs and oversee pertinent meetings, records, and communications of committees and councils based on UME's Plan of Organization. This position provides high-level management for projects or initiatives of the Associate Dean/Associate Director's office and may supervise other employees and student workers.

Responsibilities:
- Manage various faculty affairs processes, including appointment, evaluation, promotion, tenure, and other faculty reviews. ⬚ Expert and proactive with academic affairs policies, procedures, and system changes at the Office of Faculty Affairs in consultation with the Dean's office. ⬚ Ensure UME complies with the University and other relevant policies and procedures, facilitate the necessary changes, and enforce required regulations.
- Analyze, manage and report data for department chair in various templates, spreadsheets, and tracking tools to organize academic affairs and improve the operational processes. ⬚ Update and manage the appropriate faculty affairs management systems. Provide data analytics and reports for faculty affairs administration. ⬚ Manage Tenure Track (TTK) and Professional Track (PTK) faculty affairs through APT (Appointment, Promotion, Tenure)/AEP (Appointment, Evaluation, Promotion), pre-tenure and post-tenure reviews, emeritus reviews, and merit processes. ⬚ Ensure faculty activity reports and faculty merit reviews are completed. ⬚ Oversee and monitor faculty affairs files, databases, and operations. ⬚ Ensure faculty affairs information is current and accurate on websites and databases. ⬚ Facilitate annual faculty awards and recognition processes.
- Work collaboratively with UME senior leadership, Human Resources, and College/University Faculty Affairs. ⬚ Publishes materials for stakeholders, administrators, and committee chairs. Manage administrative and committee meetings and events. ⬚ Oversee all pertinent records and communications of committees and councils based on UME's Plan of Organization.
- Perform other related duties and provide a high-level collaboration with the Associate Dean/Associate Director and senior leadership. ⬚ Supervise 2 full-time program management specialists.

Required Qualifications:
- Bachelor's Degree in a related field.
- Demonstrated 5-8 years of experience in faculty affairs or human resources functions within an organization.
- Demonstrated 1-3 years of supervisory experience.
- Excellent written and verbal communication skills.
- Excellent organization and coordination skills.
- Experience with the development of online resources.
- Ability to handle sensitive material and maintain confidentiality.
- High proficiency in technology and software and ability to learn new systems and tools.
- High levels of project management skills to meet multiple deadlines.
- Excellent judgment and time-management skills with strong attention to detail and the ability to take the initiative, handle quickly changing priorities, and work collaboratively.
- Evidence of capacity to build UME diversity, equity, inclusion, and respect through the Extension program model.
- Personal transportation and valid driver's license required. Must be willing to travel within the assigned counties and the state.

This position is subject to a Criminal History Record Check and University of Maryland Background check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

Preferred Qualifications:
- Master's degree in Higher Education Administration, Public Administration, Business, Human Resource Management, Social Science, or equivalent field.
- Experience in managing faculty affairs at an institution of higher education.
- Experience serving as a strategic partner with senior leadership and stakeholders.
- Familiarity with University of Maryland and University Systems of Maryland faculty affairs policies and procedures.

Physical Demands of the Position:
This is an office position that may require light lifting (20 pounds). The job requires travel throughout the state (10%); the candidate must have a valid driver's license. This position frequently presents information through oral and written communication. Use of a computer terminal is required for lengthy periods.

Salary & Benefits: Salary commensurate with education and experience. The University of Maryland offers an extensive benefits package which includes tuition remission.

Applications: All candidates must apply online at **https://ejobs.umd.edu**. A complete application packet includes a cover letter, resume, copies of transcripts, and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

Best Consideration Date: For best consideration, applications should be submitted by 01/31/2024. Applications will be accepted until a suitable candidate is identified