



The University of Virginia School of Medicine (SOM) seeks a Director of Faculty Affairs to provide leadership and day-to-day management of the UVA SOM Office of Faculty Affairs in the design, planning, and implementation of policy, procedure and services supporting SOM faculty throughout their careers as teachers and mentors, investigators, and patient care providers. Under the direction of the Senior Associate Dean for Faculty Affairs and Faculty Development, the Director will work with SOM faculty, Human Resources, the Provost Office, SOM leadership, and other University offices to design, implement and monitor policies and programs for the School of Medicine in the following areas:

- faculty recruitment, on-boarding, and retention,
- faculty appointments,
- total compensation,
- annual and periodic trend analyses (e.g. retention, recruitment, gender issues)
- faculty management issues,
- employee relations including grievance proceedings,
- faculty awards and recognition,
- promotion and tenure,
- performance evaluation,
- endowed chair and emeritus appointments, and
- faculty reporting and compliance.

A graduate degree is required, as is six years of experience working in faculty affairs or with faculty in a legal or human resources capacity. Must have knowledge of academic appointments and promotion process. As well, the qualified candidate must have experience fostering diversity and working in a multi-cultural environment. The qualified candidate must be a strategic business partner who recommends and implements metric-driven solutions that drive diversity and inclusion. The ability to exercise confidentiality, honesty and exhibit actions that build trust are essential. Strong interpersonal and communication skills are also required. Must be a strong advocate and demonstrator of UVA Health System [ASPIRE values](#). Experience working in academic medicine is strongly preferred. In addition, an MBA or JD and SPHR are preferred.

Review of applications will begin on November 17, 2019, but the position will remain open until filled.

TO APPLY:

EXTERNAL APPLICANTS: please apply through Workday at the following URL, <https://uva.wd1.myworkdayjobs.com/UVAJobs>, and search for requisition # R0011270. Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number, address). Please note that multiple documents can be uploaded in the box.

INTERNAL UVA APPLICANTS: please apply through your Workday Home page, search "Find Jobs", and search for requisition # R0011270. Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number, address). Please note that multiple documents can be uploaded in the box.

For questions regarding the application process, please contact Michelle Williams, Faculty Search Advisor, at mew8js@virginia.edu. UVA assists faculty spouses and partners seeking employment in the Charlottesville area. To learn more please visit <https://dualcareer.virginia.edu/> For more information about UVA and the Charlottesville community please see <http://www.virginia.edu/life/charlottesville> and <https://embarkcva.com/>.

The University of Virginia, including the UVA Health System and the University Physician's Group are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person's perspectives and lived experiences. We are equal opportunity and affirmative action employers. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race,