General Description
Manages all aspects of faculty appointment and promotion procedures for the University. Serves as primary point of contact with Deans, Chairs, faculty, and staff at the University and with the Board of Regents (BOR).

Examples of Duties
- Works with the Human Resources (HR) Officer(s) in the colleges concerning all aspects of faculty hiring; works closely with the BOR to ensure proper faculty classification; works with International Student and Scholar Services (ISSS) and the colleges concerning visas.
- Oversees the Southern Associate of Colleges and Schools (SACS) accreditation; develops and trains employees on the process and procedures to ensure compliance.
- Manages the promotion and tenure review process for the University.
- Serves as the primary point of contact for questions from Deans, Chairs, College HR Officers, faculty, and staff; provides guidance to all new faculty.
- Contributes to the development of University policies and procedures, such as the promotion and tenure review process in collaboration with the Associate Provost.
- Facilitates the promotion and tenure (P&T) process, such as soliciting, receiving, and reviewing the required documentation, developing and managing the P&T calendar.
- Stays up-to-date with BOR policy changes.
- Conducts monthly Multi-Faculty Exchange (MFE) meetings; determines the agenda, meeting dates and times; solicits input from attendees.
- Works closely with the Administrative Specialist – Managerial on faculty programs.
- Serves as HR Advisory Committee (HRAC) representative to HR Central for executive level searches; may serve on BOR committees; represents the Associate Provost as needed.
- Supervises full-time staff.

Knowledge, Skills and Abilities
- Knowledge of the University promotion and tenure process.
- Knowledge of visa application policies and procedures.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment in complex situations.
- Ability to supervise and direct the work of others, and train all levels.

Minimum GSU Hiring Standards
Bachelor’s degree and seven years of related experience; or a combination of education and related experience. Previous work experience in an university setting.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.