



Vice Provost for Health Science Schools Academic and Faculty Affairs Job Description

JOB INFORMATION

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|-------------------|--|
| Job Code: | 199025 |
| Job Title: | Vice Provost for Health Science Schools Academic and Faculty Affairs |
| FLSA Status: | Exempt |
| Supervisory: | |
| Job Family: | Academic Officer |
| Job Family Group: | Academic Officers |
| Management Level: | 2 Senior Executive |

JOB SUMMARY

Supports the Senior Vice President of Health Affairs (SVPHA) in managing the health sciences schools' deans (e.g., recruitment and onboarding, award recognition, counseling, and the review process). Coordinates collaboration between the health sciences schools' deans and deans of faculty to share best practices and streamline processes. Facilitates academic and programmatic alignment between the health sciences schools and USC's Health System, contributing to strategic plans for clinical growth and supporting the Chief Clinical Officer in developing compensation plans. Manages disciplinary matters and appeals, and assists in the evaluation, creation, and approval of academic programs. Oversees business operations for the health sciences schools' faculty, ensuring best practices for recruitment, appointments, promotions, and faculty development. Reviews faculty compensation, ensures pay equity, and collaborates on annual salary reviews and benefits enhancements.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study | |
|-----|------|-----------|--------------------------|----|
| X | | Doctorate | | |
| X | | Doctorate | Health Science Education | Or |
| X | | Doctorate | in related field(s) | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| Req | Pref | Work Experience | Experience Level | |
|-----|------|-----------------|---|-----|
| X | | 7 years | in academic leadership roles within a higher education institution. | |
| | X | 10 years | | And |
| | X | 7 years | in academic leadership roles in health sciences schools. | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|--|
| X | | Proven administrative leadership experience with responsibilities for academic and faculty affairs, including overseeing faculty recruitment, development, and management. |
| X | | Understanding of academic, legal, and employment compliance issues in a health sciences education environment. |
| X | | Ability to thrive in a fast-paced environment and collaborate effectively with dynamic teams. |
| X | | Experience interacting with senior leaders in academia, government, and industry. |
| | X | Demonstrated ability in strategic planning and implementation, aligning academic goals with the overall university strategy. |
| | X | Strong collaboration skills to work effectively with senior executives, deans, and key stakeholders within the university and health system. |
| | X | Experience in managing faculty relations, disciplinary matters, promotions, and faculty development. |
| | X | Familiarity with overseeing comprehensive faculty compensation reviews, managing incentive plans, and ensuring compliance with budgetary constraints. |
| | X | Experience in developing and implementing cross-school collaborative educational programs to enhance the overall academic offerings of health sciences schools. |
| | X | Knowledge or experience in collaborating with health systems, particularly in fostering strategic initiatives for the growth of the health system. |
| | X | Excellent communication skills, both written and verbal, with the ability to effectively convey complex information to diverse audiences. |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| Assists the Senior Vice President of Health Affairs (SVPHA) in developing and managing the deans of the health sciences schools (e.g., recruitment, onboarding, award recognition, counseling, and the review process). Coordinates efforts between deans of the health sciences schools and deans of faculty to share best practices, strategic goals, faculty development and wellness ideas, and to streamline business processes. | | | | |
| Assists in developing and enhancing academic and programmatic alignments and synergies, working to cultivate relationships between the health sciences schools and the USC Health System. Assists the SVPHA and Chief Physician Executive in the creation of strategic plans for clinical growth. Provides support for the Chief Clinical Officer in the planning and development of compensation plans for physicians and other providers. Works to achieve sustainability of clinical programs and helps coordinate between key stakeholders for best practices in recruitment and support. | | | | |
| Coordinates with the health sciences schools and university offices on disciplinary matters to ensure appropriate routing of reported complaints and issues. Provides support for the SVPHA in appeal processes, as needed, for grievances and disciplinary matters regarding faculty, staff, and trainees. | | | | |
| Assists the SVPHA and the health sciences schools' deans in consultation with the Vice Provost for Academic Programs and Dean of the Graduate School for evaluation, creation, and approval of academic programs, as needed. Provides support and assistance to deans for the creation of cross-school collaborative academic programs, attends final UCAR reviews of programs, and works with schools to identify resources needed to support programs. | | | | |
| Oversees business operations and practices for the health sciences schools' faculty. Partners with the Provost's Office and other key stakeholders to ensure best practices for recruitment, appointments and promotions, and faculty development. Oversees all aspects of faculty recruitment and hiring, providing approvals as needed. Reviews and approves changes in status (e.g., mid-contract termination, resignations, phased retirement, etc.), approves academic and medical leaves, and oversees the processes for all appointments that are outside the purview of the provost (e.g., joint /dual appointments, endowed chair appointments, and faculty administrative appointments, etc.). | | | | |
| Reviews all faculty compensation and benefits for the health science schools and participates in the approval process for proposed changes. Collaborates to | | | | |

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|---|---------------|------------------|-----------------|------------|
| perform an in-depth annual review of salary proposals for each school for faculty and staff. Works with the Office of the General Council to ensure pay equity and fairness and that medical providers are paid fair market value. Ensures that the faculty salaries are consistent with, and fit within, relevant budgets, and helps to identify and implement new benefits for faculty and staff. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/ | | | |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.