

Duke University School of Nursing
HR Title: HR Department Representative
Working Title: Director of Faculty Affairs
Job Code: 1242
Job Level: 14
Update: 10/2025

Position Overview

The Director of Faculty Affairs leads and conducts the daily operations of the office. The director has primary responsibility for complex activities related to professorial appointment, promotion and tenure actions, faculty searches, new faculty orientation, faculty peer reviews, distinguished and term professorships, faculty leaves, sabbaticals, and emerita appointments. In addition, the director stays abreast of university APT and search policies and practices, develops similar policies and practices in the school and provides guidance to school faculty and administrators in these areas. The director performs many responsibilities herein independently and exercises sound judgement and discretion in overseeing sensitive and confidential faculty matters.

Supervisor

This position reports to the Vice Dean of Faculty Affairs and Development.

Essential Functions

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Faculty searches and recruitment

- As an ex-officio member of the school's faculty or administrator search committees, the director manages the work of each committee: develops meeting agendas, tracks applications, assigns candidate reviews, advertises for positions across different venues as appropriate.
- Collaborate with dean, search committee chair, vice deans and/or program assistant deans in the development of faculty position announcements to ensure appropriate and consistent recruitment standards.
- Serve as primary contact for prospective faculty applicants and candidates throughout the recruitment process (ie. initial application, campus visit planning, individual interviews, travel logistics); and hosts the candidate during a campus visit and moderates the candidate presentation session.
- Develop and implements candidate evaluation process; creates evaluation form and metrics appropriate for the recruitment; prepares final evaluation report for the search committee.
- Draft faculty offer letter for the dean's review, reviewing terms for appropriate rank and track.
- As needed, assists new faculty with relocation process as outlined in the school's policy and facilitates contacts with realtor, moving companies, etc.
- In conjunction with IEE and Division Chairs, manages new faculty orientation program schedule for new faculty cohort (occurs once or twice a year).

Faculty Appointment, Promotion and Tenure

- Work with new faculty member on necessary dossier materials and advises on process, depending on rank and track, for the initial faculty appointment; drafts the initial appointment letter from the dean, and prepares dossier for final action.
- As an ex-officio member of APT Committee, manages the work of the APT

committee: develops meeting agenda and prepares meeting minutes, solicits and tracks (and may identify) external reviewers and letters, ensuring reviewers are of appropriate rank and track for the case (with needed follow up); determines primary reviewers for cases, assisting reviewer as necessary.

- Prepare dossiers and necessary meeting materials for APT Committee members in advance of APT meeting, reviewing for completeness and accuracy.
- Prepare and forward promotion dossiers for subsequent reviews and final action outside of the school in accordance with SON, SOM and university protocols.
- Advises faculty member on overall APT process; reviewing steps, documents and potential timelines.

Peer reviews and annual reappointments

- Maintain master list of faculty peer review dates to ensure reviews are conducted at appropriate timelines.
- Ensure individual peer review meetings take place and final reviews are forwarded to the respective division chair.
- Coordinate with business office on accurate appointment terms annual faculty salary letters.

Financial/Budgeting

- Develop faculty affairs annual budget with input from dean regarding open faculty recruitments
- Analyze and tracks expenses associated with faculty affairs office.
- Reconcile expenditures/purchases related to faculty affairs expenses (e.g., candidate visit expenses, recruitment ads).

Other responsibilities

- Supervise division program coordinators
- Manage the faculty affairs website, reviewing and updating content as needed.
- Provide faculty data reports as requested by faculty, staff and/or administrators.
- Serve as liaison for the school with the SOM APT office and provost's faculty affairs administration office and as the school's representative on faculty affairs committees within these offices.
- Manage and advise on matters related to faculty leaves of absence, sabbaticals and tenure clock relief and termination of appointments.
- Coordinate the school's updates to the University Faculty Handbook.
- Manage special projects or initiatives related to faculty affairs, faculty searches and APT.

Required Qualifications at this Level

Education/Training

Work requires a general business or personnel background generally equivalent to a bachelor's degree in a related field.

Experience

Work requires three years of business and/or administrative experience, with exposure to human resources activities, to acquire knowledge of human resources policies and procedures necessary to manage the personnel activities of a department or division.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Preferred Qualifications and Skills

- Most responsibilities are conducted independently, requiring sound judgment and discretion in handling sensitive and confidential faculty matters.
- Exceptional organizational, communication, and people skills required to deliver exceptional customer service.
- Demonstrated leadership experience in supervisory roles.
- Proven record managing budgets.
- Strong writing and editing capabilities.
- Advanced ability in Microsoft Word, Excel, and PowerPoint.
- Working knowledge of key platforms including dFac, Interfolio, Qualtrics, Box, Concur, and SharePoint.
- Experience in an academic environment, preferably with direct involvement in faculty affairs.