

Humanities Institute

Request for Nominations and Applications Faculty Director

Nominations due April 25, 2023

This document provides a description of the position of faculty director for the Humanities Institute in the Office of the Provost, commencing in January 2024, and includes general terms, expectations and details regarding nominations. *Priority will be given to applications received by May 2, 2023.*

The newly appointed faculty director will:

- Take a leading role in developing a community of shared and collaborative scholarship in the Humanities at Wake Forest; exercising skills, vision and leadership in administering programming, securing grants and financial support and encouraging interdisciplinary scholarship in the Humanities and Arts.
- Facilitate strategic framing within the Institute that aligns with the University Strategic Frame.
- Annually develop programming that strategically supports ongoing and developing faculty needs, commensurate with University strategic framing and the Humanities Institute's mission.
- Administer the Institute budget; hire and oversee staff.
- Report to the Associate or Vice Provost for Research & Scholarly Inquiry and develop administrative and leadership skills within a supportive team environment.
- Develop assessment tools and oversee the appropriate expansion of the Institute and its support of Humanities based endeavors
- Provide an annual report that details goals accomplished and establishes next year's goals in collaboration with the Office of the Provost.

The Mission of the Humanities Institute: Building upon the educational philosophy of Wake Forest University and mindful of its motto, *Pro Humanitate*, the Institute was launched in September 2010. The Institute provides crucial funding for collaborative research projects, faculty seminars, publications, digital scholarship, extracurricular collegiate seminars with students, guest speaker events and symposia, and a database outlining faculty research projects and initiatives in the Humanities and will continue to support Wake Forest's goal of growing an intellectual community in the humanities. Developing mechanisms to support research and creative activities, collaboration, and dissemination, the Institute draws on the university's long-standing and continuing commitment to public service and the civic duty of the public intellectual, as it aims to support and enhance boundary-crossing learning communities that will attract regional, national, and international partnerships.

Goals of the Humanities Institute:

Enhance and Build a Collaborative Community of scholars in the humanities and related disciplines;

Support the Development of Opportunities for Scholarly Engagement including faculty seminars, reading groups, roundtables, and sustained and long-term collaborative research projects and publication projects; faculty-led collegiate seminars with students; and speaker events, series, panels, workshops and symposia;

Collaborate with the Office of Research and Sponsored Programs and appropriate Deans' Offices to support External Grant Writing and Jointly and Interdisciplinarily Authored Publications in the Humanities through workshops, assistance, seed grants and other forms of support.

In conjunction with the Center for the Advancement of Teaching (CAT), advance Teaching by assisting teacher-scholars in pedagogical research and other projects to innovate and creatively re-examine our academic environment; continue to develop and maintain programming to support creative, engaged course development and co-curricular faculty-student learning projects.

In conjunction with the Office of Civic and Community Engagement (OCCE), support joint initiatives and programs to be implemented by both faculty and students in research, engagement, and collaborative projects with community partners;

Encourage Research that crosses interdisciplinary and school boundaries, challenges methodologies, and leads to applied research findings and other innovations in the humanities.

General Expectations: The Faculty Director should be committed to supporting outstanding educational opportunities and exceptional faculty scholarship that engage in substantive and meaningful ways with faculty, staff, students, and broader communities. The director will work to promote the Institute through its programming and grants, providing oversight of Institute activities, while coordinating funding opportunities and working closely with the Faculty Executive Committee and the Institute's Advisory Board, encouraging collaborative research and engagement in the Humanities that involves faculty, staff, and students from the schools of the Reynolda Campus, Wake Downtown, and Atrium Health/Wake Forest Baptist. Preferred experience includes budgeting, administrative, and personnel management experience, interdisciplinary and cross-school teaching and research; involvement in and service to the Humanities academic community at Wake Forest; and a commitment to collaborative, cross-disciplinary, and interdisciplinary research.

Brief Description: The Faculty Director will work closely with the Faculty Executive Committee to support and grow the Humanities Institute. The director will act as a spokesperson for Humanities based research and engagement at the University; act as a liaison in the Humanities to the community; administer the Institute budget; oversee programming of the Institute including faculty seminars, symposia, guest speakers, and other events; work with the community of faculty in the Humanities and other interested faculty to foster collaborative activities; carry out operations and further the mission of the Institute through events open to the public; pursue funding opportunities with the assistance of the Provost's Office and the Office of Foundations and Corporate Relations; and handle office management, including budgeting. The Faculty Director will convene the faculty executive committee to review faculty proposals and to consult on Institute operations and long-term planning. The Faculty Director will also convene the Advisory Board each semester to update this representative group on Institute

programming and to seek their advice. The Faculty Director will meet at least twice a semester with the Vice Provost to discuss goals and work accomplished.

Appointment Information. The Faculty Director must be a tenured faculty member. The appointment will be a full time (12 month) appointment for a term of three years with the possibility of renewal. The director will be expected to maintain some level of scholarship or other commitment to their profession and will be given a one-course release each year. They will be expected to teach courses each year that include a humanities or humanities related component. The director will also receive a summer stipend for this work. The start date for the new Director of the HI is January 1, 2024. However, the new director will be announced on July 1, 2023, and this will allow a period of 6 months whereby the current HI Director, Dean Franco, and the future director, can transition the leadership of the HI in an efficient and effective way.

Request for applications, nominations, and the selection process. Candidates may apply directly or be nominated by colleagues. Nominations should be submitted to Brandi Cleveland at clevelbb@wfu.edu. Applications, consisting of a letter addressing the candidate's experiences related to the job description and the goals for this institute, along with a CV of no more than 4 pages, should also be submitted to Brandi Cleveland at clevelbb@wfu.edu.

A search committee, chaired by Keith Bonin, Vice Provost for Research & Scholarly Inquiry, and comprising representatives from the Humanities Institute Faculty Executive Committee and additional faculty in the humanities, will recommend candidates to the Provost following review of the applications. The entire selection process will be confidential.

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