

FACULTY CONTRACT ADMINISTRATOR

Function of Job:

Under general direction of designated supervisor, to represent the University in contract negotiations between the UNH chapter of AAUP and the USNH Board of Trustees and to act as the campus faculty contract administrator.

Characteristic Duties and Responsibilities:

1. Participate and represent the University at collective bargaining sessions, team planning sessions with USNH representatives and Collective Bargaining Advisory Committee meetings.
2. Prepare support materials for collective bargaining and draft contract language, especially for non-compensation issues.
3. Maintain a high degree of knowledge concerning UNH personnel/academic policies related to the contract and stay current with any changes in UNH contract-related policies/practices and national trends in labor relations.
4. Act as liaison between UNH and USNH on contract issues and as contact with AAUP on their concerns/complaints related to contract administration.
5. Oversee Step One grievance procedures and find resolutions to as many complaints/problems as possible before becoming a grievance.
6. Advise and maintain strong working relationships with central administrators, deans and faculty chairs on contract related issues and maintain a network of contacts within the faculty.
7. Forge a working relationship with union leadership.
8. Evaluate the working of the faculty contract and make recommendations for changes, as needed.
9. Provide collective bargaining progress reports to UNH administration and draft written statements about collective bargaining/contract issues for the President and other concerned administrators.
10. Maintain contracts with contract administrators and negotiations at other selected educational institutions.
11. Periodically attend Dean's Council meetings to gather/provide information.
12. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in appropriate field and five years of related experience in administration and program direction in higher education.
2. Excellent communications skills, both oral and written.
3. Tact and ability to get along well with others.

Additional Desirable Qualifications:

1. Experience in formal negotiation and bargaining.

6/4/96
System Approval

6/4/96
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.