

Faculty Governance Coordinator  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=262558>

Downloaded On: Sep. 16, 2025 3:29pm

Posted Sep. 16, 2025, set to expire Jun. 30, 2026

**Job Title** Faculty Governance Coordinator  
**Department** Faculty Governance  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** Sep. 16, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories

**Academic Field(s)** Human Resources

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**Job Description**

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**JOB TITLE**

Faculty Governance Coordinator

**LOCATION**

Worcester

**DEPARTMENT NAME**

Faculty Governance

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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The Faculty Governance Coordinator supports WPI's faculty governance, tenure and promotion processes, and faculty-related events. This position requires strong organizational skills, discretion, attention to detail, and the ability to manage sensitive information while collaborating with stakeholders across campus.

### **JOB DESCRIPTION**

#### **Faculty Governance Support**

- Ensure governance actions comply with the Faculty Constitution, Bylaws, and faculty vote.
- Provide administrative support to the Secretary of the Faculty and faculty committees.
- Research historical governance actions to identify precedents and respond to inquiries.
- Maintain accurate and accessible records of faculty actions, discussions, and policies.
- Manage faculty elections and update the Faculty Handbook and website accordingly.
- Track and manage Department Head evaluation timelines.
- Coordinate Faculty Honors Convocation, related events, and Board of Trustees faculty awards.
- Oversee non-salary budget and student worker support.
- Maintain governance file shares and websites, ensuring content is current and organized.
- Serve as a resource for governance procedures, including special meetings and committee vacancies.

#### **Tenure & Promotion Coordination**

- Coordinate all aspects of the tenure and promotion process with confidentiality and precision.
- Organize candidate materials and manage digital tracking tools.
- Schedule and support Joint Promotion and Tenure Committees; handle reviewer communications.
- Draft correspondence and prepare reports for the Provost and committees.
- Maintain historical records in accordance with confidentiality requirements.

#### **Faculty & Committee Support**

- Schedule and publish faculty meeting calendars.
- Coordinate meeting logistics, including catering and recordings.
- Collaborate with the Secretary of the Faculty to prepare and distribute agendas, minutes, and

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materials.

- Maintain working knowledge of all faculty committee roles and operations.
- Monitor committee progress and ensure timely execution of responsibilities.
- Facilitate effective communication between committees and stakeholders.

### Requirements

- Associate's degree required; bachelor's degree preferred.
- Minimum 5 years of administrative experience, ideally in higher education.
- Demonstrated ability to manage confidential information with discretion.
- Excellent organizational, communication, and multitasking abilities.
- Proficiency in Microsoft Office, SharePoint, Outlook, Qualtrics, and Google Drive.
- Familiarity with academic governance and complex workflows preferred.

Salary range is \$55,400 - \$58,130. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

### FLSA STATUS

United States of America (Exempt)

**WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Faculty-Governance-Coordinator\\_R0003262](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Faculty-Governance-Coordinator_R0003262)

### About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life

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balance and much more.

**Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

Worcester Polytechnic Institute

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