

Faculty Governance Coordinator
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=268350>

Downloaded On: Dec. 5, 2025 1:43am

Posted Nov. 14, 2025, set to expire Jun. 30, 2026

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

Date Posted Nov. 14, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Educational Services

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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

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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