

Call for Nominations

Call for nominations for Director of the University Seminars. Persons who are interested in this position are welcome to self-nominate.

The deadline for nominations is 5pm on April 15, 2022

Criteria and Eligibility:

The Director of The University Seminars is a half-time Academic Administrative appointee. The Director serves for twelve months of each year, including summer months, with reasonable time off. If the Director is a current full-time member of the faculty, it is expected that the Director will obtain a reduction in teaching, research, and/or other obligations to Columbia University sufficient to give ample time to the responsibilities of the Director. The Director shall be compensated for service to The University Seminars at a rate to be approved by the Executive Committee of The University Seminars. The appointment will begin on July 1, 2022 or at a later time to be negotiated with the successful candidate, but not later than July 1, 2023.

Because of the special character of The University Seminars as an ongoing community of partnerships over time, it is vital that the Director have considerable knowledge and experience of The University Seminars. Accordingly, the nominee for Director shall be a current or past member of at least one University Seminar. The nominee shall be a current or past member of the faculty of Columbia University.

The Nominee is appointed by the Provost of Columbia University on the advice and recommendation of the General Committee of The University Seminars for a term of at least three years and not to exceed five years, renewable.

Job Description:

The Director of The University Seminars is an Academic Administrative appointee. Appointed by the Provost of Columbia University on the advice and recommendation of the General Committee of The University Seminars for a term of at least three years and not to exceed five years, renewable. The Director must be a current or past member of the faculty of Columbia University.

The Director of The University Seminars serves half-time for twelve months of each year, including summer months, with reasonable time off. If the Director is a current full-time member of the faculty, it is expected that the Director will obtain a reduction in teaching, research, and/or other obligations to Columbia University sufficient to give ample time to the responsibilities of

the Director. The Director shall be compensated for service to The University Seminars at a rate to be approved by the Executive Committee of The University Seminars.

There are approximately 90 seminars, which together host over 500 meetings each year, most of which include a meal and all of which now include hybrid or online options. A Seminars-employed rapporteur documents each meeting, and all minutes are archived in a digital, limited-access online facility hosted by the Columbia University Libraries. There are annual events, conferences, and workshops. The Seminars supports the publication of books with Columbia University Press and other academic presses.

The Director's overall and primary responsibility is to protect and advance the mission of The University Seminars as described in Article I of the By-Laws of The University Seminars. Specifically, the Director has principal responsibility to:

- Serve as the primary public face of the Seminars, promote public awareness of the Seminars, and maintain the academic integrity and vitality of the Seminars
- Oversee day-to-day operations of The University Seminars. The staff of the Seminars, who report to the Director, are responsible for the efficient operation of the seminars and all special events
- Implement policies adopted by the Executive Committee of The University Seminars
- Fill staff positions as authorized by the Executive Committee
- Supervise staff, including period performance reviews of principal staff
- Convene and chair meetings of the General Committee
- Monitor The Seminars' endowment to ensure that The Seminars are in compliance with all endowment terms and that the needs of The Seminars are respected
- Oversee finances, including budgeting, expenditures, reporting and fiscal responsibility, and providing regular (at least annual) reports to the Executive Committee
- With the advice and consent of the Executive Committee, approve or deny the creation of proposed new individual seminars
- With the advice and consent of the Executive Committee, terminate individual seminars as provided by The University Seminars By-Laws

- Meet from time to time with seminar chairs. Meet with all new chairs of existing seminars and with all chairs of newly created seminars soon after the accession of new chairs or the creation of new seminars
- Receive and respond to inquiries and communications from seminar chairs and members; work with seminar chairs and members to support a collegial and productive culture
- Maintain and manage the relationship between The University Seminars and Faculty House as well as the relationship with the Office of Events Management, including negotiating the cost of meals, room rentals, support labor and events
- Maintain and manage the relationship between The University Seminars and the Columbia University Libraries
- Maintain and manage the relationship between The University Seminars and Columbia University Press
- Nominate, with the advice and consent of the Executive Committee, scholars to deliver the Schoff and Tannenbaum lectures and to receive the annual Tannenbaum-Warner award

To self-nominate for the position of Director of The University Seminars, please email the following to **Alice Newton**: an2113@columbia.edu.

LETTER OF INTEREST

Candidates who self-nominate should submit a letter of interest, including information about the candidate's involvement and experience with The University Seminars.

COMPLETED NOMINATION FORM

Please complete the application form.

C.V. or RESUME

Candidates who self-nominate should submit a C.V. or resume. Candidates who are nominated by others may be asked by the nominating committee to submit similar documentation.

To nominate someone else for the position of Director of The University Seminars, please submit only the completed nomination form to [Alice](#).