

Request to Establish a New Senior Associate Vice President

Submitted for the Board of Governor's Meeting on June 14, 2013

Justification

A Senior Associate Vice President is needed in Legal Affairs to provide day-to-day leadership, oversight and supervision of the other staff attorneys and to manage complex legal issues originating from the campuses and within UNC General Administration and its affiliates. The position will be the point person for advising campuses on legal issues that require UNC General Administration involvement in all areas of governance including employment and personnel, immigration, research and intellectual property, real property and construction, privacy and public information, risk management, fiscal accountability and academic and student affairs. Having a lead attorney at this level within the legal division will allow the Vice President and General Counsel to be more involved in advising the President, the Board of Governors and Administrative Council on significant legal matters that need their attention. The Vice President will also concentrate on providing strategic guidance on state, federal and constitutional issues that impact the University and its decision-making and will develop policy-based legislative proposals on behalf of the President.

Position Description

Title: Senior Associate Vice President for Legal Affairs

Reports to: Vice President and General Counsel

Position: Permanent

Primary Purpose of the Organization Unit:

The University of North Carolina System is a multi-campus university, composed of all 16 of North Carolina's public institutions that grant baccalaureate degrees, as well as the NC School of Science and Mathematics, the nation's first public residential high school for gifted students. The Legal Affairs Division provides legal advice and services to the Board of Governors, the President, the senior officers at UNC General Administration, affiliated entities, and the legal counsel of the UNC constituent institutions.

Primary Purpose of the Position:

The Senior Associate Vice President for Legal Affairs will assist the Vice President and General counsel in providing advice and counsel with regard to all legal and policy issues affecting the University including employment and personnel, research and intellectual property, real property and construction, privacy and public information, risk management, fiscal accountability, academic and student affairs, and immigration issues affecting higher education. The Senior Associate Vice President also coordinates the day to day responsibilities of the Legal Affairs Division and serves as the legal counsel for the UNC Board Governors' Personnel & Tenure Committee.

Key Duties:

- assists the Vice President and General Counsel in establishing priorities and agendas, researching issues of importance and sensitivity, and providing briefing material and information on all significant legal matters which require the Vice President's attention.
- provides legal advice and support to members of the President's administrative counsel and general counsel at UNC's 17 constituent institutions
- manages the day-to-day responsibilities of the Legal Affairs Division

- serves as the legal counsel for the UNC Board of Governor's Personnel & Tenure Committee
- represents the University of North Carolina on various state and national committees, associations, councils, and other related organizations as appropriate

Minimum Requirements:

Requirements for the position include a law degree from an ABA accredited law school and at least ten years of demonstrated senior level responsibility in the delivery of sophisticated legal services. Must be a member in good standing of the North Carolina State Bar or become a member within one year of the date of employment.

Knowledge, Skills and Abilities:

- Honesty and Integrity. A demonstrated compliance with and appreciation for legal integrity
- Ability to provide leadership to ensure that all enterprises are operated effectively and efficiently
- Demonstrated strong management, collaborative, and communication skills
- Excellent legal analytic, negotiating and advocacy skills
- An appreciation for the diversity and unique characteristics of the individual institutions comprising the UNC system
- Experience with and commitment to strategic planning in a complex academic environment
- Understanding of and experience in administering the research, teaching, and public service missions of a public university
- Understanding of the University's role in advancing statewide economic development
- Demonstrated ability to promote a global perspective throughout the University
- Experience in representing a university system effectively, with attention to its varied constituents, partners, governing boards, accrediting, legislative and other external bodies and the public
- A thorough understanding of federal and state government processes
- A successful record of and commitment to equal opportunity employment, diversity, access, and equity
- Ability to lead thoughtfully, manage, promote participation and teamwork, think strategically, and take bold actions
- Ability to lead change management
- Ability to travel to campuses, and off site venues to work some weekends and evenings

Legal Affairs

