Provost and Vice President for Academic Affairs

Administrative Exempt Position Description

The Provost and Vice President serves as the chief academic affairs officer for the university and acts as the executive officer in the absence of the President. The Provost and Vice President reports directly to the President. Reporting directly to the Provost and Vice President are the deans of the colleges, libraries, and graduate and undergraduate affairs, the Vice Provost for Division of International and Educational Outreach, the Vice Provost for Administration and Planning, and staff responsible for academic personnel and academic grants and contracts.

Essential Responsibilities include:

20% - Oversee and ensure the integrity and rigor of university academic programs.

10% - Oversee Colleges, Schools, Outreach Programs, Distance Learning, Library and Information Resources

10% - Oversee and facilitate the development of the university-wide strategic plan, as well as oversee the strategic plans of the colleges and reporting units

10% - Develop collaborations and partnerships among public and private sectors, colleges, and universities

10% - Develop and facilitate initiatives that promote diversity among students, faculty, and staff

10% - Develop and promote programs in faculty/staff research, scholarly activity, and/or professional development

10% - Responsible for the financial and budgetary management of academic affairs with approval of expenditure when appropriate

10% - Provide leadership and supervise administrative and classified staff

5% - Serve on appropriate committees and task forces, including the President’s Cabinet, Board of Trustee Academic Affairs Committee, Senate structure (ex-officio), Faculty Labor Management (co-chair), Interinstitutional Council of Academic Officers, Foundation Board (ex-officio) and Deans and Vice Provost Council (chair)

5% - Serve as legislative and HEC Board representative
Qualifications

Earned doctorate required; a record of at least ten years as an accomplished tenured faculty member and progressively responsible academic administrator in higher education

Ability to communicate effectively with members of governing boards, legislators, and general public; demonstrated ability to serve as a spokesperson for higher education, locally, statewide and nationally

Ability to work effectively with faculty and all other members of the academic community

Demonstrated commitment to a collaborative, student-centered environment

Demonstrated ability and experience in the management of staff and implementation of initiatives

Willingness and ability to make timely and difficult decisions

Demonstrated experience in strategic planning, implementation of strategic plans, and budget management

Demonstrated ability to work in a cooperative, collegial and collaborative manner in a unionized faculty environment

Respect and work within a tradition of shared governance in which faculty, staff, and student organizations each play a role

Ability to work collaboratively to take into account and work with internal and external factors to contribute to the management of enrollments: goals/projections, needs and solutions

Demonstrated eligibility for a tenured faculty appointment

Tangible management experience and a leadership style suitable for a culturally diverse staff, faculty and student body;

Demonstrated commitment to collaborations and partnerships with surrounding communities

Demonstrated commitment to research and scholarly and creative activity and quality teaching at the university level

A record of personal and professional integrity
**Accountabilities**

Quality of the academic programs, i.e. successful regional and professional accreditations

Performance of the faculty

Management of the fiscal and human resources of Academic Affairs in accordance with federal and state laws, rules, and policies

Leadership for institutional adaptation and change

Identification and resolution of problems within the university

Effective decision-making

Effective communications within the university

Compliance with HEC Board regulations, OFM regulations, accreditation regulations, federal policies pertaining to grants and contracts, contract compliance and all applicable federal and state law and university policy

Development and implementation of the strategic plan

**Decision making authority**

Expenditures of funds for Academic Affairs

Recommendation of hire, promotion, tenure, disciplinary actions and terminations

Determination of organizational structure, work assignments and leave

University decisions in the absence of the President

**Salary Range**

Exempt from Administrative Compensation Plan—Salary is Negotiable

**Overtime Eligibility**

Exempt from Overtime based on “Executive Exemption”