

Provost and Vice President for Academic Affairs

Job Code 00000969

General Description

Responsible for all major academic endeavors of the University; works with and coordinates the efforts of the executive team to achieve the established goals of the University; and serves as chief academic officer and second ranking executive officer.

Examples of Duties

Represent the University in all aspects in the President's absence.

Provide leadership and oversight for teaching, research, service and other academic functions of the University.

Oversee strategic planning for academic affairs.

Provide leadership in the development and enhancement of academic programs in conjunction with deans and faculty representatives.

Oversee Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation process.

Oversee accreditation and program review processes for colleges, departments and programs.

Ensure academic programs comply with the governing rules and regulations and accreditation guidelines.

Establish academic policies.

Oversee development of budgets and allocation and management of resources for academic affairs.

Approve recruitment and selection of department heads.

Oversee the process for faculty recruitment, appointment, development, evaluation, promotion, tenure, post-tenure review and grievances.

Approve other personnel actions within academic affairs.

Represent the University to external constituencies.

Oversee planning for and allocation of academic facilities.

Oversee University's research enterprise.

Oversee student recruitment and admission activities, as well as broader enrollment management.

Create and maintain a positive climate within the various academic units.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University and division policies; strategic planning process; accreditation process for major accreditation agencies.

Skill in: Providing leadership within the division; working effectively with the executive team as well as with faculty, staff, students and external entities.

Ability to: Understand complex policies and procedures, contracts, scholarly journals, curricula, correspondence, reports; write policies, reports, correspondence, scholarly journal

articles; track and manage multiple budgets; provide leadership within division and work effectively with the executive team; oversee development and implementation of effective policies; speak clearly and effectively to individuals and groups about the academic and research missions of the University.

Experience and Education

To qualify for this classification, an individual must possess PhD or other terminal degree; teaching and scholarly endeavors appropriate for the rank of Professor and any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements