

Provost and Senior Vice President for Academic Affairs

Job Description

Reporting directly to the President, the Provost and Senior Vice President for Academic Affairs is the university's chief academic officer and serves as the executive officer in the absence of the President. As a highly visible member of the University leadership team, the Provost works collaboratively with other members of the President's Executive Cabinet to advance the University's mission and goals and to promote an environment of continuous improvement. The Provost provides vision, leadership, and oversight for all academic programs, information technology, and student affairs, and the position coordinates strategic planning initiatives, promotes faculty excellence in teaching, research, and services, and expands opportunities for engagement and outreach in the local, state, national, and global spheres. Specific duties include:

- Provides university-wide leadership in achieving academic goals and objectives by creating the climate, organizational structure, and leadership teams that encourage all members of the university community to contribute positively and productively to departmental, college, and university goals
- Collaborates with other members of the president's cabinet to determine, establish, and implement policy for the university
- Leads academic strategic planning initiatives, implementation, and assessment
- Provides entrepreneurial and visionary leadership for the growth and development of the university's academic and outreach programs
- Oversees academic program review and accreditation, as well as improvement efforts
- Forecasts and controls expenditures by projecting needs, justifying requests, and allocating funds, in accordance with the strategic plan
- Maintains a visible profile both on campus and with external constituencies and engages actively with the faculty, student, and staff communities
- Promotes diversity, equity and inclusion across all campus activities and communities
- Advances successful development and fund-raising activities.
- Develops and maintains productive relationships with external constituencies, government agencies, corporate partners, alumni, donors, advisory board members, and other stakeholders.

Required Qualifications

- Earned doctorate or appropriate terminal degree
- National or international distinction as a scholar and educator meriting tenured appointment at the rank of full professor in a discipline offered by the university
- Substantial administrative experience in senior higher education administration at a research institution or similar institution
- Thorough understanding of the current issues facing public higher education

- Demonstrated ability to manage a complex academic organization, work effectively with diverse constituencies, and manage change
- Success in cultivating and expanding community partnerships, alumni affairs, and university fundraising
- Experience with institutional or academic unit-level accreditation processes
- Proven understanding of and commitment to supporting institutional diversity for faculty, students, staff, and academic programs
- Excellent interpersonal and communication skills, with an ability to serve as an effective spokesperson for the university