

Job Description

Position Title: Provost/Vice President for Academic Affairs and Research (PVPAAR)

Fair Labor Standards Act (FLSA) Classification: Exempt

Grade: Unclassified

The following statements are intended to describe the general nature and level of work that is to be performed in the identified position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified as other duties may be assigned.

Summary:

The Provost and Vice President for Academic Affairs and Research (PVPAAR) is the Chief Academic Officer of the University overseeing the overall academic operations including supervision of the deans and appropriate department heads and shall be responsible for providing leadership to meet the needs of various accrediting agencies and the State. The PVPAAR shall be responsible for budget priorities within the division and the establishment of priorities with input, consistent with best practices in higher education. The PVPAAR shall serve as the liaison between the faculty and the President serving as the Chair of the Faculty.

Essential Duties and Responsibilities:

Provide leadership for the University's academic development through recruitment and supervision of Deans and Directors and working collegially with faculty, senior staff, and others.

Provide leadership in maintaining academic standards through planning, development, maintenance and accrediting of academic programs, including general education core programs and innovative programs that are consistent with the University's mission.

Provide leadership in the development and management of academic budgets and the strategic planning process.

Represent the University with appropriate external agencies and organizations related to academic programs and standards.

