



## **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.
- Supervises the development and implementation of all aspects of technology at the University.
- Develop and implement a technology strategic and campus wide technology plan to include computer technology (including web application, telephone, teleconference, and distance learning).
- Develop a campus-wide computer replacement policy (Academic,

- Administrative, Student Living Learning, and Administrative Support.
- Assess and improve campus wide system usage and access through the computer network system, maintaining all system codes and application documentation.
  - Represent the University on all commissions, bodies, state, federal and regional groups involving academic programs and related issues.
  - Serve as the spokesperson for and the interpreter of academic issues and shall represent and interpret the roles, goals, and needs of the University throughout the State and elsewhere as the PVPAAR deems necessary and appropriate, consistent with and subject to the direction of the President.
  - Assess computer network services to reduce duplication and improve cost.
  - Assess the current mainframe system to improve all transactional services to include student records and financial accounts.
  - Develop policy and procedures for the Electronic Mail system to ensure that it is safe, secure and operational, user-friendly and a functional communication tool.
  - Perform other duties as assigned.

**Minimum Position Requirements (including certifications, licenses, etc.):**

An earned doctoral degree in any academic area and five successful years of experience in higher education and academic administration

**Knowledge, Skills and Abilities:**

- Possess skills in communication, problem solving, and experience in collaborating with others in shared governance settings
- Demonstrate ability to provide leadership for the integration of emerging technologies in the academic arena
- Demonstrate ability to promote a campus culture that fosters student growth and development
- Demonstrate experience in fiscal and personnel management
- Possess a record of exemplary teaching, distinguished scholarship, professional activity, and administrative and organizational achievements