



Supported by Administrative Council: 12-12-12
Approved by Dr. Bob Glenn: 12-12-12
Revised: March 8, 2017
Revised: May 20, 2019
Revised: August 18, 2020
Revised: April 1, 2022

JOB DESCRIPTION: PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS

Reporting to the President, the Provost/Vice President for Academic Affairs (VPAA) is the Chief Academic Officer of the University who is a strategic partner in long-range university planning, responsible for leading discussions of relevant, viable, innovative, and high-quality programs for lifelong learning and of quality teaching and engaged learning in student-centered modalities. The Provost/VPAA then ensures the vision, mission, and university strategic plan cascade down to all academic areas so they are operating in unison. The incumbent ensures that academic programs meet quality standards set by accreditation bodies and align with the needs of students and employers. He or she also oversees the academic integrity of the university.

The Provost/VPAA partners with other vice presidents to promote student access and success, alumni relations and fundraising, efficiency and effectiveness, and connections between academic programs and student experiences and external stakeholders. The Provost/VPAA also oversees or performs several managerial and operational functions concerning academic budgets, human resources, scheduling, determining faculty workload, and the catalog.

STRATEGIC

The Provost/VPAA shall:

- In general, provide leadership in matters of academic strategy, exploring, developing, launching, and sustaining educational initiatives consistent with the university mission.
- Regularly advise the President on academic matters.
- Understand the university's special mission and history, appreciate all disciplines and interdisciplinarity, be cognizant of current future trends in the higher education environment, and comprehend the educational ecosystem and labor market in which the university is located.



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- Participate in university-level strategic planning and lead academic planning which feeds into the broader planning process.
- Ensure the implementation of the university vision, mission, and pillars of the strategic plan throughout Academic Affairs.
- Build relevant, viable, innovative, and high-quality academic programs for lifelong learning.
- Provide leadership for quality teaching and engaged learning using learning science to inform and optimize pedagogies and modalities.
- Contribute to the development, honing, and execution of university plans for e.g., diversity, inclusion and equity; data analytics; technology; and communications/public relations as they apply to Academic Affairs.
- Help create a culture in which Academic Affairs employees work toward the university's goals, but feel satisfied, are developing their competencies, and have positive supervisory and peer relationships.

MANAGERIAL

The Provost/VPAA shall:

Academic Affairs

Oversee the assessment and enhancement of the content and delivery of academic programs to promote relevance, viability, and quality through e.g., systematic program review, accreditation, consistency with ACHE vitality guidelines, and stakeholder feedback.

- Review existing, and develop new, academic policies and procedures as needed.
- Promote diversity, inclusion and equity throughout Academic Affairs such that students experience culturally-responsive teaching and a respectful learning environment and the success gaps between majority and minority groups are reduced.



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Financial Affairs

- Work with direct reports to plan, develop and implement the annual budget for the academic division of the University; approve expenditures; and stay within budget.
- Analyze resource allocation decisions with an ROI lens, being prepared to reallocate human and financial resources to other uses that better support the mission.
- Assess the efficiency (costs and productivity of inputs) and effectiveness (outcome achievement) of Academic Affairs units on an ongoing basis.

Faculty and Staff Human Resources

- Review hiring requests and recommend new and replacement positions to the Cabinet.
- Ensure the continual professional development of employees from orientation through the phases of their careers.
- Encourage and support not only teaching, but also research, grant-writing, publishing and other scholarly activities of the faculty.
- Engage in the regular evaluation of faculty and appropriate staff as directed by the Annual Evaluation of Employees Policy.
- Lead the annual tenure and promotion process for full-time faculty as outlined in the Continuation of Appointments (Tenure) and Promotion of Faculty policies.
- Ensure more diverse faculty and staff are hired, feel included, are retained, and are treated equitably in terms and conditions of employment.
- Ensure communication with faculty by working closely with the Presiding Officers of the Faculty and Staff Senates to promote quality and shared governance.

Partnerships

- Appear before the Board of Trustees to discuss Academic Affairs matters.
- Collaborate with the President on his/her academic vision.
- Advocate for the university, and participate in fundraising and alumni relations, in conjunction with the VP for Advancement.



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- Coordinate with the VP for Financial Affairs in the planning for the effective and efficient use of facilities.
- Work closely with the VP for Enrollment and Student Services to promote access and success for our students.
- Partner with the VP for Corporate and Community Relations to determine new program niches and opportunities for internships, coops, and mentoring.
- Liaise with the Alabama Commission on Higher Education concerning program approval and monitoring.
- Participate in decision-making, sometimes possibly questioning and disagreeing, but afterwards sharing in collective responsibility for decisions, defending those decisions to others.

Direct Reports

- Supervise the Associate Vice President for Academic Affairs/Chief Information Officer who supervises Information Technology Services, and the Athens Teaching and Innovations department and Help Desk and performs other tasks as assigned.
- Supervise the Assistant Provost for Planning, Budgeting, and Assessment who supervises the Office of Institutional Planning, Research and Assessment, provides budgetary impact research, collaborates with the strategic planning process and performs other tasks as assigned.
- Supervise College Deans, the University Director of the Kares Library, Associate/Assistant VPAAAs, Associate/Assistant Provost, and Academic Affairs office staff and work with academic department chairs as needed.

OPERATIONAL

The Provost/VPAA shall:

- Coordinate with the College Deans and Assistant Vice President for Enrollment Management the preparation and approval of the class schedule each semester.



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- Collaborate with the Cabinet, College Deans, and Associate/Assistant VPAAAs on the compilation of information for the catalog and its publication.
- Coordinate with the College Deans and approve the assigning of courses and non-instructional assignments to full and part-time faculty.
- Delegate appropriate tasks.

OTHER

The Provost/VPAA shall:

- Serve on Administrative Council, President's Cabinet, the Board of Trustees Academic Affairs Committee and other committees as needed.
- Serves as ex-officio member of administratively appointed academic committees.
- Perform other duties as delegated by the President.