

Family: Executive/Chief Officers

Level: EX1

Position Profile Title: Executive 1-Provost/Exec VP

Salary Grade: 99

Salary Range:

Minimum: \$0.00

Maximum: \$1,000,000.00

PROFILE SUMMARY:

The position in this job profile is responsible for leading implementation of the university's strategic plan, including annual establishment of implementation strategies enhancing student success; increasing research and outreach; enhancing community and diversity; increasing resources and tracking progress on those activities. They provide leadership and support to all of the academic colleges, including overseeing functions that enable success of the academic enterprise, including faculty and student services, information technology services, research and graduate program administration and activities and initiatives for Extension and PACE.

DISTINGUISHING CHARACTERISTICS:

The Executive 1-Provost/Exec VP profile is the Provost and Executive Vice President of the university.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides academic leadership for the university's educational mission, leading the creation and implementation of the academic mission and vision of the institution.
2. Oversees all aspects of Academic Affairs and Student Affairs for the university.
3. Presides over the Provost's Council to provide effective and efficient high-quality services in a number of critical areas, including Undergraduate Education, Graduate Education, Regional and Continuing Education, Enrollment Management, Research and Sponsored Projects, Information Resources, and Planning, Resources Allocation, and Evaluation.
4. Participates in shared governance across the University including student, staff, and faculty.
5. Supports student success and learning through the many learning venues and modalities in the University, including assessment, curricular activities, and non-curricular opportunities.
6. Ensures the university's commitment to its values and mission, including diversity and inclusion, effective initiatives to attract and retain talented students, faculty, and staff; programming that models inclusiveness; policy and procedure; and community involvement both within and outside of the university.
7. Works closely with the President and Vice President for Finance & Administration and others to assure that the university's finances are managed and revenue streams are developed and grown to support the achievement of the strategic vision of the university.
8. Promotes and maintains effective communication with all constituencies, both internal and external; serves as a liaison between the university and Government Agencies and leaders.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches are developed frequently.

Decisions have significant, broad implications for the leadership, management and operations of the entire university; makes decisions on the University Strategic Plan and direction of the university.

Decisions impact:

- Entire University
- Functions across the University

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- Department
- Direct team
- Donors and Alumni
- Student/Parents
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by University mission, vision, and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow. Reports to the university President.

Supervises work of other executive leadership and professional faculty, including assigning, planning, and reviewing work.

Develops the University budget.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Doctorate or comparable terminal degree.

Successful leadership experience in higher education administration.

A record of excellence in teaching, research, and service activities at a university.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.