

# Lincoln University Job Description

<b>Job title:</b>	<i>Provost/Vice President for Academic Affairs</i>
<b>Department:</b>	<i>Academic Affairs</i>
<b>Reports to:</b>	<i>University President</i>

## **Job Summary:**

The Provost/Vice President for Academic Affairs provides vision and leadership in planning, developing and implementing the University's academic programs and ensures the growth and quality of all educational offerings and academic support functions. As the chief academic officer, the Provost/Vice President is directly responsible to the President and serves as a member of the President's Cabinet. The Provost/Vice President advises the President on academic affairs and is the spokesperson for the faculty, departmental chairpersons and academic deans with regards to the instructional programs, budget proposals and academic policies. This person also serves as the chief executive officer of the University in the President's absence.

## **Qualifications:**

- Terminal degree in an academic discipline related to University offerings and experience as a Vice President of Academic Affairs, Provost, Dean or senior academic administrator.
- Successful record as a teacher and well-published scholar.
- Demonstrated abilities in academic administration, including team-building and the ability to work with diverse groups from all segments of the University community.
- A record of successful leadership in higher education.
- Commitment to the enrichment of diversity.
- Knowledge of the issues of contemporary management.
- Demonstrated ability to make difficult decisions that support the University's mission and goals.
- Demonstrated effective team management skills, communication skills, and the ability to develop and executive short/long-term plans with unquestioned integrity.
- Excellent written, presentation, interpersonal skills, and the ability to work within a culturally diverse organization. Demonstrated ability to work effectively with a variety of constituencies – administrators, faculty, staff, and students.
- Must have a high level of professional appearance and demeanor.
- Ability to maintain a high level of confidentiality.

### **Essential Duties and Responsibilities:**

- Administer the University's instructional and research functions, its Graduate School, the Library, satellite campuses, and a number of academic support offices.
- Coordinate and oversee faculty and administration recruiting and hiring in the areas under Academic Affairs.
- Make final recommendations to the President on all personnel matters in the areas under Academic Affairs, including appointments, reappointments, awarding of tenure, salaries and raises, ranks and promotions, leaves of absence and retirement.
- Resolve conflicts and advise other academic administrators on personnel issues.
- Develop long- and short-range plans for the curriculum, staffing, enhancing efficiency and effectiveness, and for improving quality.
- Assist with University governance as appropriate.
- Provide leadership to the faculty and make final recommendations to the President on curriculum matters. Serves as a member of the President Cabinet.
- Administer the academic policies and requirements of the University, and counsel students in these and other matters.
- Promote excellence in teaching and scholarship and the increased use of technology in teaching and administration.
- Ensure that all programs have an on-going program of assessment.
- Develop budgets and monitor expenditures for the academic offices under the Vice President for Academic Affairs, coordinating with the Office of the Vice President for Fiscal Affairs.
- Assist the President and the Vice President for Institutional Advancement in fundraising and public relations efforts of the University. Encourage and assist faculty in applying for grants and contracts.
- Meet regularly with the Educational Policies and Academic Affairs Committee of the Board of Trustees, preparing the agenda, all reports, and acting as recorder for their meetings.
- Promote and advance the University by actively participating in appropriate state, regional, and national organizations.
- Promote and advance the University by active participation in charitable and civic organizations.
- Serve as University liaison to Middle States Commission on Higher Education.
- Provide oversight of academic services, including advising, tutoring, and engagement units.

**Supervisory Relationships:**

Provides leadership, direction and supervision to the following departments and personnel: the Deans of the Colleges, Library, Center for Teaching and Learning, Academic Assessment and Accreditation, Institutional Research, Information Technology, Research & Sponsored Programs, Registrar and Retention Units.

**Working conditions:**

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.