

PROVOST AND DEAN OF GRADUATE STUDIES

The Provost and Dean of Graduate Studies is the Chief Academic Officer of the university. The Provost serves on the university's leadership team and works with the President, the Vice Presidents, the deans of the academic programs, and various university councils and committees to carry out the mission of the university. The Provost represents the university to external constituencies in a manner determined by the President. The Provost also represents the academic division to the President's Council and the Board of Regents. The Provost is responsible for all operations of the university related to academic leadership, curriculum, personnel management for the academic division, and budget planning and fiscal management for the academic division. The Provost supports and works in partnership with the faculty governance system. All academic areas report to the Provost. The Provost reports to the President.

A complete description can be found on the Provost's Office and Human Resources websites.

Academic Leadership

- Provides leadership and vision for all academic programs;
- Provides leadership for academic program planning and development, educational policy, program assessment, faculty evaluation and faculty development;
- Chairs the Academic Dean's Council and works cooperatively with the deans to advance academic priorities;
- Provides leadership for the accreditation process, and upholds academic standards set by professional accrediting bodies.

Curriculum

- Works with the Academic Deans Council and the Educational Policies Committee to formulate, maintain and implement a high-quality curriculum;
- Oversees and coordinates the activities of the General Education Program, the First Year Experience Program, the International Honors Program and all interdisciplinary programs. Provides supervision for the Associate Provost for Curriculum in the fulfillment of these and other related responsibilities;
- Advances the role of graduate education at the university and coordinates activities associated with graduate programs.

Faculty Development and Personnel

- Leads the university's process for recruiting, hiring, developing, reviewing and retaining high-quality faculty;
- Makes recommendations for faculty appointments, tenure, promotions, compensation, sabbaticals, special leaves, requests for reductions in load and other personnel matters including disciplinary actions;
- Promotes and supports the professional development and competency of the faculty and staff;
- Implements and ensures compliance with all personnel policies as outlined in the Faculty Handbook and related university policies.

Faculty Governance

- Works in partnership with the faculty through the university's faculty governance system as provided in the Faculty Handbook;
- Works in partnership with all faculty committees;
- Supports the operations of the faculty governance system and faculty committees through staffing, communication, and record keeping;

Budget Planning and Fiscal Management

- Works with the deans to plan, develop and implement the annual budget for the Academic Division of the university;
- Provides leadership for budget management for the Academic Division;
- Provides leadership for long-term budget planning for the Academic Division.

Administrative Responsibilities and Office Management

- Collects, maintains and distributes information for effective administration of the university's academic programs;
- Directs and works with the administrative and instructional leaders of each academic department or division;
- Supervises staff and coordinates the functions in the Office of the Provost.

Academic Representation

- Serves as an advisory member of the Board of Regents and acts as staff to Academic Affairs Committee to the Board of Regents;
- Serves on President's Council;
- Acts as a representative of the university in other areas as required or as requested by the President.

Other duties as assigned by the President.

April, 2011