POSITION DESCRIPTION

PROVOST

The Provost is the senior administrative officer responsible for ensuring that the academic affairs division is a cohesive society in which community interests prevail over individual. The Provost is responsible to the President, Deans, students, and faculty governing bodies. Responsibilities and authority of the Provost include:

A. The Provost is responsible to the President for:

1. Carrying out the policies of the Board of Trustees, the University, and the specific directives of the President.
2. Overseeing the formulation of the academic goals and policies of the University, and assisting in the formulation of policies relating to the overall administration of the University.
3. Representing the views of the President in matters relating to collective decision-making processes.
4. Representing the President in the deliberations of the Board of Trustees and the various governing bodies established by the Board of Trustees in the formulation of SUS academic policy.
5. Acting in the President's stead in his absence.
6. Acting as the principal agent for change in the University through recommendations to the President for selection of deans, and the exercise of Provost prerogatives concerning rewards to deans, approvals of faculty appointments, promotions and tenure, and the handling of disciplinary matters.
7. Fostering an atmosphere in which excellence is expected and ensuring prompt and decisive action when excellence is not forthcoming.
8. Ensuring the equitable distribution of resources and maintenance of the same standards at all campus locations.
9. Stimulating the development and the quality of intercollegiate cooperation.
10. Formulation of budgetary requirements for all academic programs and ensuring the careful and effective management of academic activities within funds allocated.
11. Ensuring that all hiring is consistent with national, state, and University EEO/AA policies and procedures; ensuring that all employment actions and all student programs and activity actions are consistent with national, state and University policies and procedures related to individuals with disabilities; ensuring that interactions between and among faculty and students are free from sexual and racial bias and harassment.

B. The Provost is responsible to the Deans for:

1. Representing the collective needs and aspirations of the colleges to those outside the Academic Affairs division involved in the decision-making process through the planning process.
2. Acting as spokesperson for the general academic interests of the University to others, both within and without the University.
3. Encouraging deans in their stimulation of faculty in a persistent re-examination of the curriculum and the quality thereof, to adapt courses and programs to the changing requirements of society.

4. Fostering and encouraging opportunities for continued faculty professional growth in teaching, academic advisement, service, and scholarship; and for enhancement of leadership skills in academic administrators.

C. The Provost is responsible to faculty for:

1. Overseeing the establishment and maintenance of a system for the collegial development and review of curriculum.

2. Overseeing the establishment and maintenance of a comprehensive program for faculty development which includes attention to teaching, advising, creative/scholarly activity and service.

3. Overseeing the establishment and maintenance of and ensuring equity in a comprehensive system for the annual evaluation of faculty, tenure reviews, promotion recommendations, and recognition of outstanding achievements in teaching, advising creative/scholarly activities and service.

4. Within the guidelines afforded by the University Academic Division mission statement, and strategic goals and identification of priorities provide for an equitable distribution of resources for the implementation of approved programs and activities.

5. Facilitating the exchange of ideas between and among faculty members and staff in the various units of the Division.

D. The Provost is responsible to students for:

1. Overseeing the establishment and maintenance of curricula and teaching excellence which prepares students for entry into productive and fulfilling lives in society.

2. Making final decisions on appeals from students concerning suspensions, readmissions, probationary decisions, and graduate admission refusals.

E. The Provost is responsible to governing bodies for:

1. Enhancing the quality of the University and university life through approval or rejection of recommendations and proposals set forth by the various governing bodies.

2. Facilitating adaptations required to implement approved recommendations and proposals of the various governing bodies.

F. The Provost has authority to:

1. Establish academic policies of the University.

2. In the absence of the President, make all decisions normally reserved for the President.
3. Approve recruitment actions for all faculty pay plan positions, and make recommendations for the Academic Division to the President for all promotions and tenure cases.

4. Evaluate the performance of Deans, Director of Libraries, and Associate Vice Presidents in the Academic Division, and review the performance rating of Chairpersons, and Directors.

5. Approve the various budgets for academic functions within the University and allocate resources between colleges.