



Provost and Vice President of Academic Affairs

AA/1
Academic Affairs
BCAT CODE: 00110X
FLSA STATUS: Exempt

NATURE OF WORK

The Provost and Vice President for Academic Affairs (PR/VPAA) reports to the President and is the Chief Academic Officer for the University. This senior academic administrator acts on behalf of the president in his absence. The PR/VPAA defines the academic vision for the University, providing leadership for all aspects of its academic programs. This includes oversight of educational policy and programs of instruction, the development and assessment of academic programs, and the integrity of the University's curriculum.

This administrator works closely with the Faculty Senate, the University's representative faculty body; the Executive Cabinet; and the Deans' Council and provides academic leadership through shared governance. The PR/VPAA coordinates closely with the President to define and successfully implement the strategic plan as Albany State continues its commitment to student learning and success through expanded enrollment, improved retention, and graduation rates.

The scope of duties for this position encompasses the responsibility for academic planning, student enrollment, retention, graduation, development, and strategy, as well as institutional effectiveness, assessment, and accountability. The PR/VPAA is responsible for the operation, direction, and supervision of all academic areas, programs, and personnel in the Division of Academic Affairs, Enrollment Management Services, and Student Affairs. Reporting to the PR/VPAA are the Vice President for Student Affairs and Success; Executive Director for Research and Sponsored Programs and Dean of Graduate Programs; Vice President for Enrollment Management; Assistant Vice President/ Associate Provost for Academic Affairs; Darton College of Health Professions, College of Business, College of Arts and Humanities, College of Sciences and Technology and College of Education; Director of the Library; Director of the Academic Success Unit; Chair of Military Science; Director of the Quality Enhancement Plan; Director of the Water Policy Center; Executive Assistant; and Departmental Manager.

The PR/VPAA develops, supports, and encourages excellence in teaching, scholarship, and creative activities, including professional development for faculty.

TRAINING AND EDUCATION

Qualified candidates will have an earned doctorate from an accredited university in the candidate's academic or professional field and a minimum of five years of administrative experience at the level of Dean or higher. An exemplary record of scholarship sufficient to qualify for tenure at the rank of full professor in one of the departments at the University is required. This administrator will have demonstrated a high level of integrity and a leadership style that evokes trust and embraces transparency.

Qualifications also include the following:

- An appreciation, gained through direct experience or collaborative partnership, of the unique mission of the nation's Historically Black Colleges and Universities (HBCUs)
- Demonstrated leadership skills including the ability to manage a complex academic organization
- A thorough understanding of budgets and finances and a demonstrated ability to manage budgets particularly in times of economic restraint
- Demonstrated ability to handle multiple projects simultaneously with attention to detail and deadlines
- Demonstrated experience with academic planning, including program development and innovation, strategic planning, enrollment, and financial management
- Experience with multiple forms of course delivery, including traditional coursework, as well as online learning and blended models
- Demonstrated commitment to shared governance
- Proven commitment to diversity among students, faculty, and staff
- Demonstrated commitment to collegiality, valuing and practicing consultative and collaborative decision-making processes
- Exceptional interpersonal skills and excellent verbal and written communication skills
- Demonstrated record of decisions and/or initiatives that have resulted in a heightened level of student admissions, retention, and success
- Demonstrated record of attracting, recruiting, and retaining traditional and non-traditional students
- Demonstrated record of developing and implementing high quality on- line learning programs
- Demonstrated commitment to a student-centered university model

- Demonstrated ability to manage change successfully within an institution of higher learning
- Demonstrated experience in forging good relationships with faculty
- Demonstrated commitment to community outreach
- An understanding and respect for the traditional liberal arts curriculum as well as professional programs
- Demonstrated commitment to promote and support institutional fundraising and collaborate with the Office of Institutional Advancement to identify funding priorities for Academic Affairs

ILLUSTRATIVE EXAMPLES OF WORK

Responsibilities include the following:

- Initiating and reviewing curricular reforms.
- Overseeing the accreditation of the institution and its academic programs.
- Preparing and approving academic budgets.
- Advising the President on personnel matters, including hiring, promotion, and tenure.
- The PR/VPAA works collaboratively to develop and recommend the annual academic budget, ensures fiscal responsibility for the use of all funds allocated for educational programs, and collaborates with other senior administrators to create sustainable support systems for academic affairs.
- The PR/VPAA also serves on the Academic Affairs Committee of the Board of Regents of the University System of Georgia.