



Assistant Vice President and Associate Provost for Academic Affairs

AA/2
Academic Affairs
BCAT CODE:
FLSA STATUS: Exempt

NATURE OF WORK

This position is responsible for planning and oversight of projects and special academic programs to advance the academic mission of the university. The Assistant Vice-President strategically advances the priorities of Academic Affairs through collaborative partnerships with faculty, staff and students, maintaining our commitment to sustainable academic quality.

TRAINING AND EDUCATION

- Knowledge and level of competency commonly associated with the completion of a doctoral degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Knowledge of national, state and local issues related to post-secondary education.
- Knowledge of University System of Georgia Board of Regents policies, procedures, practices, requirements, and reporting structures.
- Knowledge of Southern Association of Colleges and Schools (SACS) accreditation policies, procedures, practices, requirements, and reporting structures.
- Knowledge of related federal policies, procedures, regulations and laws.
- Knowledge of program curriculum review and development, program assessment, and student learning outcomes and assessment.
- Knowledge of shared governance principles.
- Knowledge of budget development and management principles.
- Skill in the delegation of responsibility and authority.
- Skill in collaborating with multiple constituents.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

ILLUSTRATIVE EXAMPLES OF WORK

- Represent the Provost, as appropriate, in researching and resolving confidential problems and complaints from students, faculty and other constituents when resolution is not achieved at lower levels.
- In the absence of the Provost, act on behalf of the Provost as necessary to continue the operations of the office of Academic Affairs.
- Provide oversight to various academic areas as assigned by the Provost.
- Coordinate student academic grievance procedures in cooperation with the appropriate committee(s).
- Compose and revise policies, procedures, guidelines and other documents that have as their initiating authority the Office of Academic Affairs.
- Interpret and disseminate information related to university policies.
- Research SACS policies, procedures and guidelines to assist entities reporting to the Office of Academic Affairs.

- Assist faculty with new academic program development that requires approval and maintain a matrix that tracks program development at all stages.
- Develop faculty training materials, such as the Faculty Handbook.
- Provide coordination for the retention, tenure and promotion process.
- Assist the Provost with faculty grievances that move through the Office of Academic Affairs.
- Cooperate with university legal counsel as it affects Academic Affairs when requested.
- Serve as a representative of the Provost at various functions on campus and in the community.
- Work closely with the Provost on any task required for efficient functioning of the Academic Affairs Office.
- Performs related duties as assigned.