University of the District of Columbia
Job Classification Description

Job Title: Interim, Provost and Vice President of Academic Affairs
FLSA: Exempt
Occup. Series/Salary Plan/Grade: AD301/0058/Grade 1
Union: Non-Union
Job Code: TBD

GENERAL DESCRIPTION OF THE JOB:

The Provost and Vice President for Academic Affairs, the chief academic officer of the University, holds a position second only to the President of the University. This officer manages all academic activities and academic programs for the purpose of increasing the effectiveness and efficiency of the University's academic services. As chief academic officer, the Provost and Vice President has final responsibility for the direction, coordination and staffing of the various schools, Learning Resources, Community Outreach and Extension Services, College of Arts and Sciences. Working cooperatively with the President and other University officers, the Academic Vice President shares the responsibility to create a learning environment that promotes excellence in scholarship and research. In executing the duties listed below, the Provost and Vice President for Academic Affairs is supervised by and reports to the President of the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership and serves as chief officer for the University in the absence of the President.

- Provides academic leadership to the University community and works closely and directly with the deans, divisions and other directors of units that report to the Office of Academic Affairs. Within the spirit of collegiality, the Vice President:

  a. delegates full authority to the deans and directors to operate their units within the policies, procedures and guidelines of the University;

  b. receives and considers recommendations from deans and directors concerning all matters pertaining to their units;

  c. receives and considers recommendations from deans and directors concerning promotions and in turn, makes recommendations to the President;

  d. gives final approval for sabbatical leave upon the recommendation of deans and directors;

  e. meets regularly with deans and directors to plan activities, discuss and resolves issues involving the education process.

- Evaluates the performance of deans and directors and staff under the direct supervision of the Vice President.

- Has responsibility for the admission and registration of all students.

- Provides direction for colleges, schools, departments and support services in the pursuit of the University's educational goals. In this regard, it is the responsibility of the Academic Vice President to:

  a. provide leadership and supervision in curriculum development;

  b. coordinate instructional activities with the assistance and supervision of the deans;

  c. address and resolve controversial issues, even when popular support is lacking;

  d. understand and appreciate the diversity of student interests and abilities and to use this knowledge to establish an educational climate that permits maximum student growth and development.

- Articulates policies, regulations and procedures affecting academic affairs within the University. To this end, the Vice President:

  a. represents academic affairs in all appropriate University councils and community forums;

  b. investigates, develops, promotes and when necessary modifies or adopts innovative approaches and techniques that respond to the needs of students or the community;

  c. prepares the academic budget and allocates funds to the appropriate units.

- Hears appeals of faculty members, when issues are unresolved within the college, schools or units.

- Prepares reports for the various agencies, the President or the Board of Trustees upon request.

- Initiates or establishes appropriate procedures to enforce Board policies, District and Federal statutes within the various units of Academic Affairs.

- Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS:

1. An earned doctorate or equivalent at an accredited academic institution.
2. Academic leadership experience as a provost, dean, academic vice president or other senior academic administrator.
3. Experience with learning communities and interdisciplinary and collaborative teaching.
4. Demonstrated excellence in teaching.
5. Commitment to student-centered learning.
6. Commitment to innovation in higher education.
7. Distinguished record of scholarly, artistic, or other significant professional achievement.

8. Demonstrated ability to provide academic administrative leadership in a consistent, creative, and accountable manner.

REQUIRED COMPETENCIES:

To effectively execute the responsibilities of the Office of the Provost and Vice President for Academic Affairs, this officer must have a knowledge of:

- The mission, goals and objectives of the University of the District of Columbia.

- Federal and District laws, regulations, policies and procedures applicable to educational institutions.

- Policies, procedures and practices of the Board of Trustees and the University of the District of Columbia.

STANDARDS & EXPECTATIONS:

The incumbent acts as the chief academic officer of the University, holds a position second only to the President of the University. The leadership provided by the incumbent contributes to the effective administration of the University by the President. With guidance and instructions from the President, the Provost and Vice President for Academic Affairs is in charge of directing, coordinating and staffing of the college and schools. Day-by-day decisions and supervisory controls provided by the Provost are independent of immediate supervision of the President. Incumbent is responsible for working cooperatively with the President and other University officers, sharing the responsibility for creating a learning environment that promotes excellence in scholarship and research and for supporting the University's vision and goals.

Contacts are with high level executives in the University including but not limited to the President, Vice Presidents, Deans, Directors and Program Managers. Additional internal contacts include faculty, students, support staff members and other employees throughout the University. External contacts include members of the government, both local and Federal, other professionals including State and Federal Agency Directors, members of private research organizations, professional associations and public interest groups. The purpose of the contacts is to summarize, interpret, receive and disseminate information, to present alternative approaches to problems and to establish working relationships with appropriate individuals both inside and outside the University. The establishment of contacts is frequently an important aspect of the work at this level and requires tact and negotiating skills.

Development and Counseling:
Employee is expected to participate in activities that will help in the development of his/her career, and help in the performance of the duties and responsibilities of the job. Employee may seek counseling from his/her immediate supervisor.

Training:
Training is available to help improve the skill and knowledge level of the academic program development, and to update them on the latest techniques, methods and theories that are being used and offered in the administration and technology industry

Knowledge of UDC Rules and Regulations:

Guidelines consist of the regulations, policies, and procedures of the University of the District of Columbia, the University Board of Trustees, and the District of Columbia government.

Physical Demands

The work is sedentary. Typically, the incumbent may sit comfortably to do the work. However, the work requires carrying of light items such as books and papers, local traveling to various work sites.

Work Environment

The work includes the everyday risks and discomforts of an office setting.

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.

Employee Signature	Date

Supervisor Signature	Date

The University of the District of Columbia is an Equal Opportunity Employer (EOE).

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