



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Vice Provost, Undergraduate Studies & Academic Partnerships

JOB SUMMARY

Leads and directs Undergraduate Studies and Academic Partnership functions for the University by serving as the central officer for issues related to undergraduate studies and academic partnerships. Provides leadership for undergraduate education, the Pioneer Center for Student Excellence, TWU Honors Programs, academic advising, curriculum development, transfer agreements, academic retention programs, undergraduate program development and core curriculum. Oversees academic support services, first-year student seminar instruction, college readiness testing, and compliance with state and university policies for undergraduate education. In addition, ensures effective partnerships between Texas Woman's University and public and post-secondary schools, businesses, and community stakeholders. Responsibilities include, promotion of a comprehensive and coordinated agenda in university projects intersecting with P-12 Education and community college districts; research and analysis of federal and state policies affecting college readiness, transfer policy, and seamless education practices. Work is performed under the administrative supervision of the Provost & VP for Academic Affairs and performance is based on effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Provost & VP for Academic Affairs

Supervises: Administrative Assistant to the Vice Provost, Director of Transfer and Compliance, Director, Undergraduate Academic Programs; Assistant Provost for Student Success Initiatives, Executive Director, Honors Scholar and Touchstone Scholar Programs; [and other staff assigned to the office]; Director, Math and Technology Success Center; Director, Write Site; Director, Science Learning Resource Center

ESSENTIAL DUTIES - May include, but not limited to the following:

Undergraduate Programming

- Supervises aspects of the undergraduate curriculum, including program changes, and development of proposals for new undergraduate degree programs, certificates and program partnerships with other institutions.
- Responsible for managing the undergraduate Core Curriculum in compliance with state laws and university policies; supervises requests for new core courses and submission of requests to Texas Higher Education Coordinating Board.
- Reviews, researches and provides decisions on all undergraduate student requests, including requests for core course transfer equivalencies in accordance with state rules and undergraduate academic appeals.
- Supervises all aspects of the TWU High School Advantage (dual credit) program, including collaboration with partner districts, coordinating with academic departments for hire of adjunct faculty, coordinating with Office of Admissions to admit and enroll eligible high school students.
- Administers the Undergraduate Council including designation of members, administrative support for meetings, attending meetings with officers, the council and its committees, as well as development of policies related to undergraduate education.
- Supervises compliance with state and university policies, including: accurate development and timely submission of reports to Coordinating Board, particularly the CBM 002 (TSI) and the CBM 003 (curriculum); developmental education, core curriculum reports; curriculum reviews and updates related to formula funding and fees.
- Reviews and approves edits and updates of the undergraduate *General Catalog and* transfer program agreements.
- Oversees the function of scheduling of undergraduate programs to meet enrollment growth and space utilization needs; monitors enrollment for additional course needs and communicates with academic departments as needed.

Undergraduate Student Success & Support

- Supervises all aspects of academic support to improve undergraduate retention and graduation by: providing academic advising to all new and continuing undergraduate students prior to progression to upper division major programs; Texas Success Initiative Assessment (TSIA) testing at special events such as orientations, open houses, transfer days, and other events; and on-location to certain partner school districts; coordinating the Early Warning process and leading the development of central retention interventions; supervising freshman academic success programs, including developmental education, the UNIV 1231 Learning Frameworks course, ensuring effective undergraduate advising with training workshops, data sharing, etc., supervising the Academic Support Services: Mathematics and Technology Success Center, Science Learning Resource Center, the Honors Scholar Program and the Write Site; and a wide

array of student success programs administered under the auspices of the Pioneer Center for Student Excellence.

- Provides academic units with reports on: students with excess hours and repeated classes, providing guidance for appeals and correcting records when needed; information on at-risk students (probation, suspension, provisionally admitted).
- Responsible for maintaining online academic information needed by students for enrollment.

Academic Partnerships

- Collaborates with area school districts and institutions of higher education to: identify and secure partnered local, state, and federal funding; support outreach programs with public and provide education stakeholders, including establishment of dual enrollment agreements with independent school districts; initiate/coordinate/monitor contracts and partnerships with community college districts and academic programs and monitor and assess the effectiveness of dual enrollment programs.
- Provides leadership for university initiatives in workforce development, through active participation in area Chambers of Commerce and related corporate/business partner organizations.

Other General Responsibilities

- Participates in institutional strategic planning and provides leadership in developing sound seamless education policy and practices.
- Collaborates with Institutional Research and Data Management to:(a) evaluate undergraduate assessment results, (b) provide small class reports before/after semesters begin, (c) track undergraduate retention and graduation rates, (d) and develop other reports as needed.
- Provides budgetary oversight and advice, including supervision of unit budget and management curriculum-related: course fees, lab fees, distance education fees, study-abroad insurance fees, and malpractice liability fees.
- Attends freshman registration sessions to troubleshoot additional offerings as needed.
- Presents public talks and media interviews as appropriate and in the best interests of University programs.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge in accordance to University policy. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Serves as TWU liaison to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

- Ensures appropriate and timely reporting of substantive change notifications and requests.
- Ensures compliance with SACSCOC standards related to collaborative agreements.
- Performs other duties as requested.

EDUCATION

Doctorate degree required.

EXPERIENCE

Minimum of five years experience with college-level undergraduate programming; an established record of teaching, research and service at the College or University level; experience addressing national, state and regional policy issues affecting P-20 education, and teaching, administrative and/or supervisory experience in public P-12 and post-secondary education preferred; experience working with diverse populations.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Must possess a substantive understanding of the Texas P-16 education pipeline and its interdependence with the business community.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.

- Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and the university community.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.