



DATE ISSUED: 07/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Executive Vice Provost

JOB SUMMARY

The Executive Vice Provost supports the Provost in leading the overall Academic Affairs endeavor, including supervision of academic support units. She/he develops and implements academic policy; oversees a variety of academic operations; and carries out other duties vital to achieving the academic mission as directed by the Provost. The Executive Vice Provost performs duties of the Provost in his/her absence and acts as a representative of the Provost in assigned capacities. This position requires substantial interaction with academic deans and senior academic administrative staff members. Work is performed under minimal supervision and performance is based on the 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 and Vice President for Academic Affairs

Supervises: Executive Director, Center for Faculty Excellence; Director, Office of Teaching and Learning with Technology; Director, Office of Education Abroad Programs; Manager, University Scheduling and Curriculum Management; Coordinator, University Scheduling and Curriculum Management; Academic Affairs Specialist; Assistant to the Executive Vice Provost

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

- Performs duties of the Provost in his/her absence and acts as a representative of the Provost in assigned capacities.
- Carries out a lead role in planning and executing the Provost's key academic strategic initiatives, including managing specific projects.
- Provides leadership in strategic planning, implementation, coordination, and review of distance education, faculty development, and academic support services units at the university.

- Plans, coordinates, and evaluates short- and long-term goals and objectives for the Office of Teaching and Learning with Technology, the Center for Faculty Excellence, the Office of Education Abroad, University Scheduling, and academic support services units.
- Ensures effective operation of units under supervision through program development, process improvement, and coordination of processes with other units.
- Serves as liaison between TWU central administration and academic support services units under the Executive Vice Provost's supervision.
- Formulates and manages the Executive Vice Provost budget and sets priorities for resource allocation and utilization; provides oversight of formulation and management of budgets for academic support units in order to assure stewardship of institutional funds.
- Represents units under supervision to external constituencies.
- Oversees Instructional Enhancement Fee allocations.
- Oversees academic policy review and updates.
- Oversees faculty success initiatives including faculty development, evaluation, awards, grants, and leaves.
- Prepares specialized academic reports and responses.
- Plans and directs Academic Affairs projects.
- Serves as a resource for faculty status changes: tenure and promotion, post-tenure review, and emeritus faculty.
- Facilitates operation of the University Curriculum Committee and maintains the university course inventory.
- Co-chairs the University Space Utilization Advisory Committee, which inventories and manages TWU space needs and serves as a vehicle for analyzing and making recommendations on a variety of space needs, reallocations, and renovations as well as providing direction and prioritization for the ongoing deferred maintenance program.
- Maintains compliance with federal, state, and institutional policies, procedures, and regulations.
- Reviews disciplinary accreditation reports prior to external submission.
- Establishes job standards for subordinate staff and effectively evaluates staff under supervision in accordance with University policy.
- Oversees planning and implementation of university commencement ceremonies and other academic events.
- Serves as a liaison to the Council of Chairs.
- Administers the Academic Administrative Internship program and mentors faculty member selected for the program annually.
- Oversees international scholars/visitors programs.
- Collaborates with Student Life in overseeing textbook ordering and reporting.
- Establishes job standards for subordinate staff and effectively evaluates staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Earned doctoral degree.

EXPERIENCE

Established record of teaching, research and service at a level consistent with TWU requirements for the rank of full professor. A minimum of eight years of academic administrative leadership. Substantial experience in research planning with knowledge of research issues and policy, experience with grant writing and research funding, and demonstrated accomplishment in academic leadership and management of instruction.

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 present effectively the mission, goals, objectives, functions and interests of the research and academic support services units under supervision.
- Knowledge and understanding of current issues in higher education.
- Strong managerial skills, initiative, and vision in program development and administration.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies, procedures and activities.
- Ability to integrate resources, policies, and information to develop procedures and to solve problems.
- Knowledge of management methods and ability to provide administrative guidance, direct supervision, and training as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints in order to maximize resources.

- Ability to read, analyze, and interpret financial reports and legal documents.
- Ability to present information effectively to administrators/staff at all levels within the University, to public groups, and to the TWU Board of Regents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain effective working relationships with students, faculty, staff and the public.
- 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 this 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: _____

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Employee Printed Name: _____

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.