



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 03/17  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Provost and Vice President for Academic Affairs

### **JOB SUMMARY**

The Provost and Vice President for Academic Affairs is the leader of the TWU academic community and therefore utilizes experience, vision and interpersonal skills to set forth and advance the academic agenda. In cooperation and collaboration with academic deans, department heads and faculty, the Provost promotes innovative teaching, meaningful research, and quality service to the university and beyond. He/she is also responsible for assuring that high academic standards are established and maintained in all undergraduate and graduate academic courses and programs. The Provost is expected to take a leadership role in championing and furthering the goals outlined in the University's strategic plan and must interact on a regular basis with the Chancellor, vice presidents, faculty, professional staff, students, alumni, and members of the Denton Community to successfully carry out the university mission. Work is performed under the administrative supervision of the Chancellor & President with broad latitude for independent judgment and initiative 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:* University Chancellor and President

*Supervises:* Academic Deans, Senior Associate Provost, Associate Provost Institutional Research & Improvement, Associate Provost Technology & CIO, and Associate Provost Undergraduate Studies & Academic Partnerships Dean TWU Libraries, Director Academic Resources & Budgets, Academic Affairs Administrator, and Executive Assistant to the Provost

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

- The Chancellor and President delegates to the Provost and Vice President for Academic Affairs (VPAA) the authority for the management, supervision and direction of the following areas and activities of the institution: Deans of the Colleges of Arts and Sciences, Professional Education, Health Sciences, Nursing, and the Graduate School,

Office of Academic Affairs, Teaching & Learning with Technology, Libraries, graduate and undergraduate academic programs, and special units including Academic Financial Services, Institutional Research & Improvement, and Research and Sponsored Programs.

- Develops, interprets, monitors, and assures compliance with University policies and procedures that affect the Academic Affairs areas of the University.
- Advises the Chancellor and President on all matters related to academics and other issues concerning the welfare of the university and its employees and students.
- Approves personnel actions including appointment of all faculty and other personnel in Academic Affairs, approves change of status, and accepts resignations and terminations of academic personnel.
- Prepares budgets, allocates resources, and approves agreements and contracts relating to research and instructional programs with other agencies.
- Plans, directs, and evaluates a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the university.
- The Provost/VPAA has the authority to act on behalf of the Chancellor and President when s/he is absent from the campus.
- Directs academic programs, academic policy, budget and strategic planning, and academic planning.
- Oversees faculty and academic staff recruitment and development activities.
- Partners with faculty and staff to continue to draw talented individuals to the University.
- Establishes priorities and plans for program development, faculty recruitment and development.
- Provides advisory recommendations to the President on all academic appointments, tenure and promotion matters and ensures that such processes comply with the terms of faculty agreements.
- Engages in development and implementation of academic strategic planning.
- Provides academic input to institutional enrollment management efforts.
- Coordinates periodic academic program review, accreditation, and works with Deans and Chairs in the review, study, and development of curriculum and in the improvement of instruction.
- In concert with the Chancellor and President, develops additional revenue streams to contribute to the academic programs of the University.
- Works in close cooperation with the academic senate and other faculty governance bodies.
- Collaborates effectively and collegially with all departments in the University.
- Establishes job standards for subordinate staff and effectively evaluating 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 Doctorate and academic credentials that merit tenure in one of the University's academic units.

### **EXPERIENCE**

Five years of academic administrative leadership and achievements in progressively responsible positions in higher education. Established record of teaching, research and service at a level consistent with TWU requirements for the rank of full professor. Demonstrated experience in budget management, research and grant writing, distance education and development of new curricula, accountability and outcomes measurement, and leadership of institutional effectiveness system review are given strong preference

### **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 establish and maintain effective work relationships with students, faculty, staff, and the public.
- 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 university community, the Board of Regents, the Texas Higher Education Coordinating Board, and other external constituencies.
- Ability to use a personal computer and other office equipment, including university 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:** \_\_\_\_\_

**Printed Employee 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**

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***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.***