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Jobs: Vice Provost for Academic Affairs

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Position	Vice Provost for Academic Affairs
AID	
Department	Office of Executive Vice President for Academic Affairs and Provost
Site	Southern University Baton Rouge
Status	Full-Time
Filled	No
Active	Yes
ContactName	Dr. Ronyelle Ricard
ContactPhone	225-771-4095
ContactEmail	ronyelle_ricard@subr.edu
Category	Administrative
DatePosted	01/28/2016
DateNeeded	07/01/2016
Deadline	2/8/2016 12:00 AM
DateRetired	
Description	<p>The Vice Provost for Academic Affairs reports directly to the Executive Vice President for Academic Affairs and Provost. The Vice Provost has direct management of the Office of Academic Affairs and assists with the strategic and operational capacities related to faculty and academics for the Southern University Baton Rouge campus. A key role of this position is to foster faculty engagement/development as well as recruitment/retention as part of the Southern University System goal to attract and retain excellence. In this capacity, the incumbent is expected to work closely with the EVP/Provost and other units as appropriate. A key related objective is to facilitate collaborative exchange across the academic and support service units with a goal of improving strategic academic outcomes.</p> <p>The Vice Provost for Academic Affairs provides leadership to the University's academic programs to foster excellence in teaching, research, and service. The position is responsible for aspects of the University's academic mission and leads its efforts in the pursuit of academic excellence on the Baton Rouge campus. In addition, the position has primary responsibility for all enrollment management functions. S/he serves as an advisor to the Executive Vice President for Academic Affairs and Provost on matters relating to academic affairs and graduate studies, and serves as a member of the SUBR Senior Leadership Team.</p> <p>The Vice Provost for Academic Affairs has broad responsibilities for the planning, development and administration of the college's educational programs and services. S/he Provost ensures the academic integrity of the college and supports innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment. The Vice Provost provides leadership, vision, direction and advocacy for a comprehensive array of academic affairs, which support completion and students' success in meeting their educational goals. S/he promotes the effective interrelationship between instructional services, academic initiatives, and student services.</p>

Primary Responsibilities

- Adheres to University and department policies, procedures, and regulations.
- Serves as a ranking administrative officer with responsibility for all academic programs.
- Facilitates planning for the academic programs of the University and works with the Vice Chancellors and Deans in accomplishing the University's educational objectives.
- Supervises academic programs, assessment and accreditation, international programs, and related support services including faculty development, promotion and tenure, sabbatical leaves, and personnel issues in academic affairs.
- Oversees budget development by the colleges and academic support units and monitors those budgets throughout the academic year.
- Assists the President-Chancellor, Executive Vice President and Provost, and other senior managers in achieving priority institutional objectives identified in the University's Strategic Plan.
- Creates the annual Operational Plan for the division; assists the campus deans in achieving priority institutional objectives; and evaluates progress toward goals and objectives.
- Ensures that the activities of Academic Affairs meet the requirements of the national and regional accrediting and licensing agencies.
- Oversees the systematic and routine assessment of all academic affairs programs and services to measure and plan continuous improvement.
- Annually reviews the program mix to ensure that academic programs that directly support the needs of the community are initiated and maintained.
- Supports mutually beneficial partnerships between the college and business/industry, not-for-profit organizations and other educational institutions, in cooperation with the Executive Vice President for Academic Affairs and Provost.
- Formulates and proposes policies, subject to presidential and trustee approval as needed, concerning all facets of academic affairs.
- Provides leadership in the incorporation of instructional technologies to improve student learning.
- Works closely with other areas of the University to ensure that physical space is used effectively and efficiently.
- Maintains regular communication and working relationship with academic areas of the college, keeping them informed of current activities and working with them to achieve institutional priorities.
- Upon written delegation of the Executive Vice President for Academic Affairs and Provost, reviews and provides final authorization for claim forms, travel requests, budget encumbrances, requests for temporary employees, equipment purchases, and personal service agreements.
- Completes special assignments as requested

Qualifications**Preferred Qualifications**

- Full Ph.D. with earned tenure.
- At least ten years of demonstrated successful experience in progressively responsible teaching, administrative and educational leadership positions in a college setting.
- Demonstrated successful experience in strategic planning, fiscal management, resource allocation and personnel supervision.

To apply please send electronically the attached employment application, a letter of application, curriculum vita, resume' and reference to ronyelle_ricard@subr.edu

Applications will be accepted until a suitable candidate is selected.

Criminal background check and reference verification is required.

Southern University A&M College is an equal opportunity employer.

Salary	Commensurate with experience and qualifications
Attachments	Unclassified App 2.doc

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