Position Announcement
Associate Provost for Curriculum and Institutional Resources

Applications are invited from the tenured faculty of the College of Charleston for the position of Associate Provost for Curriculum and Institutional Resources. This is a 12-month, academic administrative appointment. An earlier version of this position was announced to the campus community during May 2014. This search has been reopened, with a revised position description.

The Associate Provost plays a critical role in the Provost’s effective stewardship of the College’s intellectual, curricular, and physical resources. As a valued member of the leadership team for the Office of the Provost, the Associate Provost for Curriculum and Institutional Resources will provide support for curriculum administration, regulatory compliance, academic policy management, effective space utilization, and faculty development.

The Associate Provost will report directly to the Provost and will work closely with the Provost, the Deans, the Registrar, the other Associate Provosts, the Associate Vice Presidents, and other senior academic leaders on an array of topics. She or he will address various regulatory and practical issues relevant to curriculum and provide guidance and assistance for faculty, Program Directors, Chairs, and Deans as they conceptualize and develop academic course and program proposals that require internal and external approvals. The Associate Provost will coordinate the support provided by the Provost for the development of online education offerings. In consultation with all relevant constituencies, the Associate Provost will aid in the collaboration of the Office of the Provost with Deans, Chairs, Program Directors, faculty and other campus leaders on the incorporation of diversity into the curriculum.

In the area of assessment, the Associate Provost will work with the Provost to review academic program assessment plans and facilitate compliance with institutional policies, accreditation agencies, state laws and policies, and federal regulations. The Associate Provost for Curriculum and Institutional Resources will collaborate with the Deans and the Academic Affairs leadership team in the establishment of a revitalized Center for Faculty Development.

In close consultation with the Provost, Deans, and senior management in the Office of Business Affairs, the Associate Provost will play a central coordinating role in the review of space requests and management of space priorities.
Duties associated with academic policy and administration involve collaboration with the Deans, the Registrar, multiple faculty committees, and offices across campus to develop and manage the academic calendar, academic catalogs, and academic policies. On behalf of the Provost, the Associate Provost will review, respond to, and make recommendations regarding student issues and complaints. The Associate Provost also will serve as the Provost’s designee on multiple College and Senate committees.

Applicants must hold a tenured faculty appointment as an Associate Professor or Professor at the College of Charleston. Previous experience with curricular development and management is strongly preferred, whether as an Associate Dean, Department Chair, Associate Department Chair, Program Director, or member of a College committee with responsibilities for curricular review. The successful candidate will have demonstrated success in working with varied groups as both a facilitator and a leader. The ability to work at both the conceptual and detailed level, to respond quickly to situations as they arise, and to be self-directed are important. A willingness to manage multiple sensitive, high-priority, and stressful tasks is essential to the success of the Associate Provost, as are strong writing skills and a willingness to work closely and collaboratively with the myriad constituents of the Office of the Provost.

This position requires some travel for professional development and for the management of our regulatory and accreditation compliance. Occasional travel to meetings of the South Carolina Commission on Higher Education is necessary.

I look forward to receiving nominations and applications over the next few weeks. Please send a CV and statement of interest to Brian McGee (mcgeeb@cofc.edu) by March 13, 2015. The start date for this position is negotiable, but service in this position is expected to begin no later than July 1, 2015.

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