

Senior Vice Provost for Academic Affairs

The primary responsibilities of the Senior Vice Provost for Academic Affairs (SVP) lie in two areas: academic budgeting, planning, and policies; and research, faculty development, and academic evaluation. The SVP duties include the following:

- Academic Budgeting, Planning, and Policies
 - Chair the Academic Affairs Planning and Priorities Committee and coordinate for the Provost's Office the work of strategic planning, budgeting, and departmental and program annual reports
 - Address requests for commitments associated with curricular proposals and external funding
 - Conduct analyses and provide recommendations to the Provost regarding staffing, budgeting, and workload, and facilitate space allocation discussions
 - Serve as Chair of the Space Committee
 - Develop policy recommendations for the Provost on matters such as budget, faculty evaluation, faculty employment
- Research and Faculty Development
 - Work closely with the Director of the Office of Research and Grants Administration to facilitate discussion of appropriate external funding opportunities
 - Work with the Associate Provosts on development of an expanded Center for Faculty Development
 - Provide support to the Provost in faculty evaluation and raise processes, including tenure, promotion, third-year, and post-tenure review
- Personnel
 - Supervise Director of Undergraduate Research and Creative Activities, Director of the Office of Research and Grants Administration, Associate Provosts, and Director of Summer School
 - Serve as primary liaison to the Office of Legal Affairs on discrimination and sexual harassment complaints against faculty

Associate Provost for Faculty Affairs

The Associate Provost for Faculty Affairs will work on faculty appointments, development, and evaluation, and will work with faculty committees addressing those areas. Duties include:

- Faculty Appointments
 - Manage roster, visitor, and adjunct faculty search and appointment processes, including working with deans and chairs to increase faculty diversity
 - Liaise with Human Resources on faculty hiring and leave
 - Provide for orientation of new faculty
 - Serve in a leadership role in the development of faculty salary studies
 - Serve as liaison to the Faculty Welfare Committee and Faculty Compensation Committee
- Faculty Development and Evaluation
 - Work with the Senior Vice Provost and the Associate Provost for Curriculum and Academic Administration on development of an expanded Center for Faculty Development
 - Provide support to the Provost in review of sabbatical proposals
 - Serve as a resource for deans, chairs, and faculty on tenure, promotion, third-year review and sabbatical processes
- Academic Budgeting and Planning Associated with Faculty
 - Work closely with the Office of Institutional Research and Provost's Office data specialist to prepare data for program review, analyses of workload, and specialized and regular reporting; supervise faculty data integrity work
 - Work closely with the Senior Vice Provost to conduct analyses of workload data
- Other
 - Serve as the Provost's designee on the Committee on the Bylaws and Faculty Administration Manual
 - Serve as the Provost's Office primary liaison with Information Technology; supervise Provost's Office functional IT project manager, lead special projects as needed
 - Review and approve staff actions for the Academic Affairs division
 - Serve as Provost's Office liaison to Human Relations and Minority Affairs and representative on Title IX Steering Committee
 - Serve as a liaison to Office of Legal Affairs

Associate Provost for Curriculum and Academic Administration

The Associate Provost for Curriculum and Academic Administration is primarily responsible for providing support and direction in the area of curriculum development and assessment and in the area of academic policy and administration.

Duties include:

- **Curriculum Development and Assessment**
 - Provide guidance and direction to faculty, chairs, and deans as they conceptualize and develop new programs and propose other changes to the curriculum that involve the faculty curricular processes and Faculty Senate approval;
 - Advise and assist departments in the preparation of new program proposals for review/approval by the Board of Trustees and the Commission on Higher Education (CHE);
 - Serve as primary contact with the CHE on curricular matters, attend CHE meetings as appropriate;
 - Review, on behalf of the Provost, program assessment plans and reports;
 - Provide leadership for the growth of online education by serving on the Steering Committee, supervising the Faculty Coordinator of Distance Education and any future positions, working closely with TLT to prepare faculty to teach online; and monitor the quality of online courses offered;
 - Work with deans, chairs, faculty, and relevant offices on campus to incorporate diversity into the curriculum;
 - Work closely with the Associate Vice President for the Academic Experience in the areas of student retention, academic advising, general education and the First-Year Experience, and on programs for unique populations;
 - Work closely with the Center for International Education on curricular matters, including assessment of study abroad;
 - Serve as the Provost's designee on the Faculty Curriculum Committee, Graduate Council, Committee on Graduate and Continuing Education, Academic Planning Committee, and the Dean's Assessment Committee;
 - Work closely with the Senior Vice Provost and other units as appropriate on classroom management, space allocation, and classroom design;
 - Contribute to several Office of the Provost functions including faculty development, new faculty orientation, and new chair training.
- **Academic Policy and Administration**
 - Work with faculty committees, the Registrar's Office, and Financial Aid to develop, announce, and manage the academic calendar, academic catalogs, and academic policies;
 - Review student requests, issues, and complaints on behalf of the Provost;
 - Serve as the liaison with the Dean of Students and the Director of Community Relations in matters involving students.