

# Provost and Vice President for Academic Affairs

The Provost & Vice President for Academic Affairs is the chief academic and student life officer of the University and oversees the entire educational and student life programs. This officer focuses on strategic planning and implementation, especially for curricular development, faculty resource planning, student development and success, and enrollment and resource growth. In addition, this officer oversees compliance with federal and state regulations and with general and specialized accreditations, working with the Director of Institutional Research and Effectiveness. The Provost and Vice President for Academic Affairs recommends to the President the appointment of the academic and student development and success deans and supervises their work, including the hiring, annual review, and promotion of staff; and the hiring, annual review, and tenure and promotion review of faculty.

The Provost and Vice President for Academic Affairs works closely with other administrators to provide a broad and challenging curriculum, extensive student support, and an enriching campus life experience that is consistent with the Mission of the University and all policies that have been developed and approved to guide the development of the educational and student life programs. This officer reports to the President, performing the duties which he/she delegates. Essential duties and responsibilities:

- Oversee all academic policies and practices at the University.
- Oversee accreditation under Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), including serving as or overseeing the work of the Institutional Accreditation Liaison (IAL) by reviewing and ensuring completion of the assessment activities of the University.
- Oversee the operations of the Division of Student Development and Success.
- Encourage collaboration between the administration and the faculty in the fulfillment of the Mission of the University.
- Develop strategies, structures, and staff that ensure cooperation and collaboration between curricular and co-curricular divisions of the University, with the goal of providing a comprehensive, collaborative, and integrated educational experience for students.
- Coordinate curriculum development, evaluation, and revision.
- Review and develop budget recommendations from the academic, student development and success areas and advise the President appropriately. In doing so, review recommendations from the academic Deans, the Dean of the Converse College for Women, the Associate Provost for Student Success and the Associate Provost for Research & Engagement with regard to budgetary matters in each Dean's or Associate Provost's respective area.
- Oversee the performance (i.e., annual goals and outcomes) of the Associate Provost for Student Success, the Associate Provost for Research and Engagement, the Dean of the Converse College for Women, the Dean of The Graduate School, the Dean of the School of Liberal Arts and Sciences, the Dean of the School of Business and Data Science, the Dean of the School of the Arts and the Director of the Mickel Library. Working in conjunction with the Associate Vice President for Enrollment Management, the Provost and the Vice President for Academic Affairs also directs the performance of the Registrar and the Director of Institutional Research and Effectiveness.
- Serve as chair of the Curricular Programs Committee.
- Receive recommendations from deans, and directors, evaluate, and then recommend to the President all appointments, promotions, salaries, and changes or terminations among the faculty of all academic Schools, the staff within the Schools and related academic programs, and the staff of the Division of Student Development and Success.
- Collaborate with the Director of Institutional Research and Effectiveness to review and ensure the completion of the assessment activities in the University.
- Serve as champion for the faculty while balancing the pragmatic realities of operating the University in a fiscally prudent manner.
- Maintain regular communications and working relationship with other areas of the University, keeping them informed of current activities and working with them to achieve institutional priorities.

- Represent the faculty and appropriate staff to all constituencies, including the Board of Trustees, administration, students, alumni and the public; promote the University to all constituencies, both internal and external; and represent the University in any discussions of academic collaboration with other colleges, universities or academic organizations.