

Job Title:**Provost and Vice President for Academic Affairs, University****Job Description:**

Reporting to the President, the Provost and Vice President for Academic Affairs is the Chief Academic Officer of the University and may serve as the University Accreditation Liaison Officer (ALO). The Provost is responsible for leadership of academic enterprise at the University. The College Deans report to and are evaluated by the Provost. In addition, the Provost oversees the Office of Institutional Assessment and Research, the University Library, the Registrar, and the Office of Research. The Provost manages a broad professional portfolio that includes responsibility for accreditation, and faculty recruitment, retention, governance, and promotion across all colleges. The Provost serves as the academic representative on the President's Executive Council. As such, the Provost collaborates with the President on matters related to strategic planning, shared governance, budget, facilities, human resources, institutional advancement, university relations, legal and compliance issues, and information technology, especially academic technology. The Provost ensures the academic integrity of the Colleges; serves as the representative of the Colleges' academic programs and faculty interests to both internal and external constituents, and is an exemplar with demonstrated commitment to diversity, equity and inclusion in higher education.

Reports to:

President

Classification:

Administration, Full Time, Exempt

Essential Duties:

The Provost is responsible for the specific duties listed below and other duties as assigned by the President:

- Lead effective operations of all academic programs and program development.
- Build a sound and sustainable budget for academic affairs. Responsibly manage fiscal resources and budgetary processes within the University's academic units in alignment with the University's strategic priorities and budget.
- Strengthen the culture of assessment and program review to ensure academic quality.
- Work with CHSU leadership to develop and launch new academic programs that align with enrollment planning and student success.
- Champion implementation of the University's student success strategy.
- Recruit, hire, and retain talent at all levels in Academic Affairs.
- Evaluate all College Deans and direct reports, with appropriate input from the President.
- Facilitate professional development and collaboration among academic leadership and faculty.
- Oversee the systematic and routine assessment of all academic and student affairs programs and services to analyze and evaluate the quality of the academic and support programs of the University and its colleges.
- Advance recruitment and retention efforts of students for the Colleges, and ensure efforts are analyzed and evaluated for efficacy.
- Preside over processes to ensure collaborative, transparent decision-making among administrators, faculty, staff, and students that advance shared university governance.
- Foster the University's commitment to "engaged learning," including internships and cooperative learning agreements, civic engagement, scholarship, and outreach.
- Pursue global education opportunities on behalf of faculty and students.
- As the University's ALO or in collaboration with the designated ALO:
 - a. Communicate with authority and expertise the standards of accreditation policies and procedures for the institution.
 - b. Establish processes of quality control to ensure academic alignment with the standards of accreditation.
 - c. Lead/support programmatic accreditation.

Qualifications/ Education:

- d. In collaboration with other senior academic leaders, develop and execute University self-studies.
- e. Spearhead the development of a system to maintain all pertinent accreditation files making them available as appropriate and necessary.
- f. Ensure dissemination and posting of all pertinent information and develop a system to respond to inquiries, questions, and program concerns.
- g. Engage actively in professional accreditation convenings and leadership in the ALO community.
- Work effectively with the President and leadership of various University and College committees.
- Present and report to the Trustees, as assigned by the President.
- Lift with authenticity the image and profile of the University to internal and external constituents.
- Serve as an honest, trusted confidant to the President and members of the Board of Trustees.

Education

- A terminal degree (e.g., MD/DO/Ph.D./Ed.D.) is required.

Personal and leadership qualities:

- A high level of integrity and devotion to ethical behavior.
- Superb oral and written communication skills.
- Broad higher education experience.
- Strong record of fiscal management.
- Deep and varied academic and scholarship record.
- Effective strategic thinker.
- Aptitude for executive, administrative leadership.
- Ability to make evidence-based decisions in a timely fashion and to verify them with assessment and evaluation practices.
- History of effective, high caliber hiring decisions.
- Capacity to forge and nurture partnerships with private, non-profit, and public entities as well as other institutions of higher education.

Higher education and professional knowledge:

- At least 5 years of senior leadership experience in Health Sciences Colleges or Universities, preferably with a medical school or college.
- Experience with the accreditation processes including both institutional and specialized accreditation.
- Understanding of the operations of a comprehensive academic institution, including professional disciplines
- Demonstrated commitment to shared governance and transparent decision-making.
- Commitment to advancing a high level of teaching and research across disciplines at the graduate levels.
- Familiarity with effective strategies for increasing student academic success.
- Proven responsibility to diversity, equity, and inclusion practices in a higher education context.
- Awareness of innovative strategies in online learning and other technologies.
- Ability to advance global education strategies.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

Application Instructions

Interested candidates may apply online by going to the [Applicant Manager](#).

To view the position profile visit [Summit Search Solutions](#).