

Job Title:**Vice Provost for Academic Affairs****Job Description:**

Reporting directly to the Provost, the Vice Provost for Academic Affairs provides leadership to university initiatives, programs, and structures that support the faculty and academic programs at California Health Sciences University. The role requires exceptional intellectual leadership, active engagement with the CHSU community, and administrative skill. The position covers a broad range of both strategic and operational responsibilities. The Vice Provost for Academic Affairs works closely with the Provost, other members of the Provost's office, President, Deans, academic department chairs, and faculty leadership to sustain and strengthen faculty and academic program infrastructure.

Reports to:**Provost****Classification:****Full-time, Exempt****Essential Duties:**

- Coordinating those aspects of academic and faculty administration that cut across departments and schools;
- Quality of teaching and curricula;
- Partnering to identify strategic opportunities to support faculty and faculty administration and infrastructure;
- Facilitating collaborative decision-making relationships with the deans and faculty toward improvements and changes in academic and faculty affairs;
- Providing strategic insight on academically-related trends and developments in higher education;
- Other duties as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

**Qualifications/
Education:**

- PhD or other Doctoral Degree required.
- A full-time faculty appointment at the full professor level;
- Demonstrated excellence in teaching, scholarship, and scholarly service;
- Previous experience in the development and implementation of innovative organizational initiatives;
- A strong record of commitment to advancing diversity, inclusion, and equity and skill in working with diverse populations of faculty, students, and staff;



Salary:

- Excellent leadership qualities such as integrity, flexibility, imagination, and interpersonal and collegial consensus-building skills;
- Ability to listen and communicate effectively with a wide range of audiences, including deans, faculty, administrators, students, employees, university trustees, and others within and beyond the university;
- Discretion and sound judgment in handling sensitive and complex issues.

CHSU offers competitive wage and benefits packages and is an EEO employer

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **VICE PROVOST OF ACADEMIC AFFAIRS** in the subject field of the email.