



DATE ISSUED: 06/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Provost

JOB SUMMARY

Performs administrative work in the preparation, development and direction of academic policy, the evaluation of academic programs, and/or the management of fiscal and human resources. Responsibilities encompass assisting in long range and strategic planning, assisting in the development of funding strategies for academic programs, and developing and coordinating joint faculty programs. Programmatic responsibilities include faculty development initiatives, including the faculty center, institutional global initiatives, the administration of the Dallas and Houston campuses, oversight of selected university ceremonies and academic web development. Work is performed under administrative supervision of the Provost and Vice President of Academic Affairs with evaluation based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Provost and Vice President, Academic Affairs

Supervises: Campus Manager, Dallas, Campus Manager, Houston, Academic Web Designers, Sr. Administrative Assistant, Secretary, and other academic support staff as required

PRIMARY DUTIES - *May include, but not limited to the following:*

Sets priorities on the use of academic facilities.
Creates and enforces academic policies and operating procedures.
Prepares the annual budget and approves all academic budgets and changes thereof.
Oversees departments assigned; including policies and budgets.
Evaluates academic programs.
Assists in the development of funding strategies for academic programs.
Coordinates and assist in developing joint faculty programs.
Assists in the development of long range and strategic planning.
Approves academic appointments, promotions, etc.

*Associate Provost
Date Issued: 06/08
FLSA: Exempt
PTO: VCS*

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Doctorate degree.

EXPERIENCE

Five years of progressively responsible academic administration experience including supervisory and managerial experience in a college or university. Additional academic administration experience may substitute for the required education on a year-for-year basis.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Knowledge of, and experience with, institutional and/or programmatic accreditation.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively, orally, by phone, in person, and in writing.

Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and the university community.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

Associate Provost
Date Issued: 06/08
FLSA: Exempt
PTO: VCS

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

*Associate Provost
Date Issued: 06/08
FLSA: Exempt
PTO: VCS*

All positions at Texas Woman's University are deemed security sensitive requiring background checks.