



Job Classification Description

ASSOCIATE PROVOST/ DEAN FOR ACADEMIC PROGRAMS & FACULTY/LSC

Non-Bargaining Unit

Grade 18

FLSA Status: Exempt

BASIC FUNCTION

Provides leadership for faculty development and support; collaborates with the Provost/Academic Dean and others to foster a climate of academic excellence and collaboration.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Work to ensure that every faculty member has a clear path for professional development and work to ensure quality of life for all faculty members.
- In collaboration with department chairs, program directors, and the registrar's office, ensure that processes and expectations are clear.
- In partnership with academic units, promote and strengthen undergraduate curricula, instruction, and advising; work in close partnership with academic units to guide the vision, development and implementation of college-wide academic success and engagement.
- Act as the liaison between Academic Affairs and the faculty.
- Work with faculty to develop curricula and maintain quality of programs, including development of expanded course delivery and scheduling options.
- Provide professional leadership in recruiting faculty and staff.
- Provide avenues to and support of teaching excellence to all faculty.
- Lend support in supervising and training staff members. Supervise faculty support positions, including staff assistants and lab support.
- Assist faculty with professional development; act as a resource for faculty, academic departments, and students.
- Oversee orientation and support programs for new and adjunct faculty.
- Address student requests and complaints that require administrative assistance or intervention.
- Assist the Provost/Dean of Academic Affairs in long-range planning for academic programs and for faculty development programs.
- Serve on Provost Leadership Team.
- Assist in the evaluation of teaching, including observing classes and writing observation letters.
- Supervise the Northeast Kingdom School Development Center and the East Central Vermont Literacy Consortium.
- Assist in the planning of academic events (commencement, convocation, etc.).
- Serve as acting Provost/Dean in the Provost/Dean's absence.
- Serve as lead writer of PReCIP and other VSC reports. Act as liaison between Academic Affairs and NEASC representative.
- Serve as college representative on system-wide or statewide committees.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Provost/Dean of Academic Affairs.

SUPERVISION EXERCISED

Administrative and functional supervision of administrators and support staff within the assigned departments and programs.

MINIMUM QUALIFICATIONS

Ph.D. in an appropriate discipline, plus three to five years of relevant teaching and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Thorough knowledge of higher education and administration practices and principles.
- Ability to deal effectively with a wide range of individuals/groups inside and outside the VSC.
- Ability to relate academic or special program functions to overall college programs and goals.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.