

## Position Description

<b>Classification Title:</b>	Provost and Vice Chancellor for Academic Affairs
<b>Working Title:</b>	Provost and Vice Chancellor for Academic Affairs
<b>Supervisor's Working Title:</b>	Chancellor
<b>Hours/Shift:</b>	M-F 8 am – 4:30 pm
<b>Department:</b>	Academic Affairs
<b>Supervisory Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employee Category:</b>	Limited
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
<b>Date Created/Updated:</b>	09/01/2021
<b>Position of Trust:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
<b>Position of Trust with Access to Vulnerable Populations:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

### Position Summary

The Provost and Vice Chancellor for Academic Affairs serves as the chief academic officer responsible for leading both the academic programs of the university and academic personnel. The Provost and Vice Chancellor reports directly to the Chancellor, is the second ranking officer at the university, and acts for the Chancellor when necessary. The administrative units directly reporting to the Provost and Vice Chancellor are the College of Fine Arts and Communication, College of Letters and Science, College of Natural Resources, College of Professional Studies, and University College; Information Technology; and Continuing Education and Outreach. The Provost and Vice Chancellor is responsible for the development and administration of the budget for the Office of Academic Affairs and for all of its units.

Primary Responsibilities:	% of Time Spent
<p><b>A. Academic Personnel Administration</b></p> <ul style="list-style-type: none"> <li>a. Appoints and reappoints all faculty, deans, and instructional academic staff.</li> <li>b. Recommends to the Chancellor faculty and academic staff promotions, tenure, and indefinite appointments.</li> <li>c. Implements all Board of Regents, University of Wisconsin System, and UW-Stevens Point personnel policies for faculty and academic staff regarding recruitment, appointment, retention, evaluation, salary, and tenure management.</li> </ul>	
<p><b>B. Academic Program Administration</b></p> <ul style="list-style-type: none"> <li>a. Reviews existing programs, development and approval of new majors, personnel policies for faculty and instructional academic staff, and faculty and staff professional development.</li> <li>b. Corresponds with University of Wisconsin System's Office of Academic Affairs when appropriate on curricular matters and special funding opportunities (faculty/staff development, laboratory modernization, one-time budget allocations).</li> <li>c. Implements all Board of Regents, University of Wisconsin System, and UW-Stevens Point policies pertaining to program review, lateral review, articulation agreements with Wisconsin Technical Colleges and UW two-year colleges.</li> <li>d. With other vice chancellors, deans and other Academic Affairs administrators, provides guidance and assistance to various Common Council committees by preparing working papers as appropriate or by meeting with the committees.</li> </ul>	
<p><b>C. Miscellaneous Projects</b></p> <ul style="list-style-type: none"> <li>a. Provides leadership to promote and support the university's commitment to equity, diversity, and inclusivity among the campus community.</li> <li>b. Represents Academic Affairs on campus and represents the university in the community and region at meetings with University of Wisconsin System provosts/vice chancellors and other UW System personnel. Serves on UW System committees.</li> <li>c. Makes recommendations about resources needed to recruit and retain faculty, staff, deans, and other academic leaders.</li> <li>d. Functions as a key member of the Chancellor's senior leadership team to lead and manage the university.</li> <li>e. Leads important campus initiatives such as general education reform, assessment, accreditation, and strategic planning.</li> <li>f. Performs other duties as assigned or as may be requested or necessary to fulfill the responsibilities of the Office of the Provost and Vice Chancellor for Academic Affairs.</li> </ul>	
<b>Qualifications – Knowledge, Skills, and Abilities:</b>	

**Required Knowledge, Skills, and Abilities**

- a. Earned terminal degree in a recognized academic discipline from an accredited institution
- b. Administrative leadership experience at the chair level or higher
- c. Successful record of academic leadership, including human resources management, and a demonstrable and clear grasp of budgetary planning
- d. Experience in the processes of comprehensive academic planning, accreditation, strategic planning, and assessment
- e. Excellent organizational and communication abilities and analytical and problem-solving skills
- f. Strong commitment to the principles of liberal education
- g. Commitment to maintaining a climate of collaboration and transparency at all levels of the university community
- h. Demonstrable commitment to diversity and inclusivity
- i. Demonstrable ability to work collegially with diverse constituencies in a shared governance environment

**Preferred Knowledge, Skills, and Abilities**

- j. Credentials that would qualify the candidate to be considered for tenure at the rank of professor at the time of appointment
- k. Strong record of successful scholarship, service, teaching, and mentoring
- l. Committed to faculty success and student learning
- m. Committed to expanding external support for faculty development/research
- n. Committed to outreach education and extension activities

**Physical Effort/Demands:**

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

**Equipment Operated:**

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

**Working Environment:**

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position 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 position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Name

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Date

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Employee Signature

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Date

\_\_\_\_\_  
Supervisor Name

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Date

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Supervisor Signature

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Date