



THE UNIVERSITY OF TEXAS AT EL PASO

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Job Code: 10202

Job Title: Provost/Vice President for Academic Affairs

FLSA Status: Exempt

JOB DESCRIPTION

Summary:

The Provost and Vice President for Academic Affairs oversees the University curriculum, faculty appointments, and other academically related areas at a Carnegie R1 Research University committed to serving a traditionally under-represented, majority Latino/a student population. The Provost provides visionary leadership to promote and foster excellence in all aspects of the University's mission. This includes an unwavering commitment to increasing access to excellent higher education where members of the faculty advance discovery of public value and positively impact the health, culture, education, and economy of the El Paso region.

Note:

The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbent's performance objectives as outlined by the incumbent's immediate supervisor. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

The Provost and Vice President for Academic Affairs has general charge and responsibility for the supervision and management of all academic colleges, schools, departments, and programs at a Carnegie R1 Research University, to include:

- a. recommending all members of the faculty for appointment, promotion, tenure, retention, non-retention, or dismissal for cause;
- b. planning, development, and evaluation of academic programs;
- c. fostering the development of new teaching methods;
- d. serving in a co-leadership role with the Vice President for Student Affairs to develop, implement, and evaluate The University of Texas at El Paso's student success initiative, the UTEP Edge;

- e. recommending additions and alterations to the physical plant that are needed for academic purposes;
- f. serving as chair of the Council of Deans;
- g. coordinating internal administrative review and external regulatory or accreditory consideration of academic policies, plans and programs;
- h. maintaining academic standards of The University of Texas at El Paso and of appropriate accrediting bodies;
- i. other academic and administrative responsibilities as may be assigned by the President.

Participates in the University Cabinet responsible for executive leadership of the University.

Advises the President on all matters related to Academic Affairs and university administration generally.

Supervises all matters relating to curriculum and instruction, including outreach, evening and summer courses, scheduling, and overloads.

Demonstrates a commitment to inclusive and collaborative leadership with a passion for serving a traditionally under-represented, majority Latino/a student population.

Represents the University at public events in the absence of the President.

Oversees faculty and academic staff recruitment and development activities.

Recommends to the President and, through her, to the Regents, all academic appointments, tenure, and promotion matters and ensures that such processes comply with the terms of faculty bargaining agreements.

Oversees development and implementation of academic planning.

Establishes priorities and plans for program development, faculty recruitment, and development.

Provides academic input to institutional enrollment management efforts.

Coordinates periodic academic program review, accreditation, and works with Deans and Chairs in the review, study, and development of curriculum and in the improvement of instruction.

Develops and ensures adherence to the academic affairs budget and participates in the development of the budget for the University as a whole.

Complies with all State and University policies.

Performs other duties as may be assigned.

Supervisory Responsibilities:

Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required:

An earned doctorate from an accredited institution of higher education

Minimum Experience required:

Ten years of successful full-time post-secondary teaching and administrative experience at the department head level or above in an institution of higher education. Expertise in developing/implementing processes and plans for institutional effectiveness. Understanding of the governance and administrative processes used in publicly supported higher education institutions. Ability to communicate effectively and to establish and maintain effective professional relationships with others. Ability to represent the University in community and professional off-campus settings. Ability to work in a culturally diverse environment.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to feel and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

