TITLE: PROVOST/VICE PRESIDENT
(Academic Affairs)

GENERAL DESCRIPTION:

This is an executive position responsible for serving as the chief academic officer of the university and is expected to provide academic and administrative leadership to achieve the highest standards of excellence in teaching, scholarship, creative activity and public and professional service. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. This is a security-sensitive and an information technology security-sensitive position. Reports to the University President and serves on the President’s Cabinet.

ESSENTIAL JOB FUNCTIONS:

1. Supervises all units within the Academic Affairs division.
2. Oversees all academic personnel, including supervising and evaluating deans and directors.
3. Recommends policy and procedures to the President.
4. Ensures compliance with divisional policies and procedures.
5. Implements long-range strategic planning for divisional units.
6. Evaluates processes relevant to the efficient and effective execution of divisional responsibilities.
7. Assesses the effectiveness of divisional programs and services, makes modifications when necessary and/or implements new programs and services when needed.
8. Evaluates annual budgets.
9. Represents the division within the university community on various councils and committees.
10. Represents the University to civic and governmental agencies.
11. Develops, supervises, and initiates projects, programs, and/or assignments for the President.
12. Provides academic and administrative leadership to achieve the highest standards of excellence.

NON-ESSENTIAL JOB FUNCTIONS:

1. Performs other related duties as assigned.

GENERAL QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

1. Understanding of and willingness to advocate for the centrality of the academic mission in all parts of the University.
2. Demonstrated effective managerial, interpersonal, and communication skills.
3. Ability and disposition to plan strategically for future growth and improvement of the University.
4. Ability to provide leadership for institutional adaptation and change.
5. Commitment to broad-based participation and shared governance that includes faculty, staff, and students.
6. Commitment to excellence and quality in all aspects of the University.
7. Commitment to ethnic, cultural, and gender diversity.

EDUCATION:

Terminal degree from an accredited university is required.

EXPERIENCE AND TRAINING:

Administrative experience in academic administration, preferably at the dean’s level or above, and qualifications for rank of professor with tenure is required. Experience working to promote excellence in diverse programs is required.

Safety Statement
Stephen F. Austin State University recognizes the potential for accidents in performing job-related tasks. SFA promotes a safe working environment. Employees will be responsible for completing assigned tasks safely and efficiently. Employee evaluations will include safe job performance.

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