THE UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: Provost & Vice President, Academic Affairs

DIVISION: Office of the Provost

REPORTS TO: President

GRADE: (Not Applicable)

SUPERVISES: Offices of the Vice Provost for Academic Affairs and Dean of the Graduate School, the Vice Provost for Information Technology Services and the Assistant Provost; the college Deans and other academic officers; administrative and clerical support staff

BASIC FUNCTION:

The Provost and Vice President for Academic Affairs at the University of Rhode Island reports to the President. The Provost and Vice President provides the academic leadership to ensure the University’s excellence in its curricula, teaching, research and public outreach. The Provost provides leadership in an innovative community of scholars, is responsible for the vitality of the University’s academic life and the intellectual well-being of students, staff and faculty, and brings the best academic practices to a culture committed to continual improvement. The Provost is Chief Academic Officer of the University, advises the President on policies and operations, is a major participant in University strategic planning, oversees special Centers and Partnerships, and sets measurable goals for all of the University’s educational programs.

DUTIES AND RESPONSIBILITIES:

As the chief academic officer of the University, has overall supervision of its teaching and scholarly missions.

Supervises and serves as a mentor for the college Deans and other academic officers, empowering them as individuals and professionals to ensure that the programs of the University meet high standards of quality and fairness, including regional and professional accreditation.

Oversees the Offices of the Vice Provost for Academic Affairs and Dean of the Graduate School, the Vice Provost for Information Technology Services, and the Assistant Provost.

Serves on the President’s team, the Faculty Senate, the Joint Strategic Planning Committee, and chairs the Council of Deans.

Develops the enrollment plan, the budget for Academic Affairs, and serves as the authorizing officer for all expenditures of funds in academic units.
Works closely and in collaboration with: the Vice President of Student Affairs to ensure a high quality experience for the University’s students; the Vice President for Research and Economic Development to nurture basic and applied research, development of intellectual property, and the promotion of research enterprises; and the Vice President for Administration and Finance to provide adequate and appropriate funding for the facilities and operational infrastructure for students and faculty.

Collaborates with the University of Rhode Island Foundation’s staff to facilitate fundraising for academic purposes.

Acts as chief academic officer of the University and chief executive in the absence of the President.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: An earned doctorate and exemplary academic credentials that demonstrate scholarly achievement, engender respect from the academy and the community at large; qualifications for appointment as a full professor with tenure; university administrative experience (e.g., department chair, dean or equivalent); a distinguished record of teaching, scholarly and research accomplishments. Must have demonstrated the ability to: support an environment that attracts and retains faculty and staff of high caliber; marshal and allocate resources in support of academic excellence; and engage the faculty in undergraduate and graduate initiatives. Must be an experienced and successful leader with a broad and innovative vision, and have a track record of strong management and excellent communication. The following are also required: demonstrated commitment to academic quality, including outstanding teaching, research, scholarship, and service, as well as the development of the highest level of faculty and student potential; strong commitment to the values and goals consistent with the University’s mission; ability to represent the University’s values in a variety of settings; demonstrated leadership skills; skill and experience with budgeting and university financial instruments; strong communication and interpersonal skills; enthusiasm and commitment to a diverse community; excellent grasp of contemporary academic issues; a record that includes consensus building and making decisions in a timely manner; and demonstrated intellectual, analytical, and ethical qualities that command respect.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.