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Developed by: DDH; MB
Reviewed by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Vice Provost for Academic and Faculty Initiatives
DIVISION: Academic Affairs
REPORTS TO: Provost and Vice President for Academic Affairs
GRADE: 20
SUPERVISES: Professional, technical and clerical staff

BASIC FUNCTION:

Serve as a liaison between the University faculty and the Office of the Provost and Vice President for Academic Affairs, ensuring the faculty perspective is reflected in strategic planning, goals and policies considered by the administration. Assist Provost with academic and curricular transformations, academic program reviews, and program accreditation; promote diversity and equity within the University community; assist with the tenure and promotion process; and interface with Faculty Senate on curriculum and academic programs. Personnel from the Office for the Advancement of Teaching and Learning and the Academic Innovations Group report directly to the Vice Provost.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversight responsibility for combining and coordinating work centered on assessment, teaching and learning including academic guidelines and policies. Assist the Provost with curricular and pedagogical transformations by overseeing the duties, accomplishments and innovations of the Office for Advancement of Teaching and Learning.

Oversight responsibility for academic support functions, such as the Undergraduate Research and Innovation, General Education, and Writing Across the Curriculum initiatives.

Interface with Faculty Senate on curriculum and academic programs by serving as consultant to Faculty Senate Committees, such as, but not limited to, the Curricular and Standards Committee and the Teaching, Advising, and Assessment Committee. Serve on joint committees of the Faculty Senate and the President, such as, but not limited to, the Learning Outcomes Oversight Committee, Joint Committee on Online and Distance Learning, and Joint Committee on Academic Planning. Serve on the Athletic Advisory Board and the Campus Emergency Management Advisory Committee.

Serve as liaison between Faculty Senate, the President, and the Office of the Postsecondary Council on academic program issues.

Serve as the administrative representative of the Joint Administration-AAUP Student Evaluation of Teaching Committee and supervise the Coordinator of Online Course Evaluations.

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Oversight over special initiatives of the Provost, including, but not limited to, the Distinguished Visiting Artist Program, the Champlin Foundation Competitive Grants Program, the Department Chairs Forum, New Faculty Orientation, and the Multicultural Faculty Fellows Program.

Assist the Provost with initiatives related to diversity, inclusion, and equity including, but not limited to, serving as co-chair on the Academic Affairs Diversity Task Force and on other committees that address key issues related to faculty recruitment and retention.

Assist the Provost in the annual organization and review with regard to promotion and tenure as well as streamlining protocols and procedures.

Assist the Provost on academic program review and accreditation.

Serve as resource to the faculty on interpretation of and changes to the University Manual.

Serve as liaison between the Ombuds Office and the Office of the Provost.

Participate actively as a member of the Provost Office Team.

OTHER DUTIES AND RESPONSIBILITIES:

Act in the absence of the Provost on matters delegated by the Provost.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Tenured, full professor at URI with an earned doctorate or appropriate terminal degree; Demonstrated experience in teaching, research and administration; Demonstrated knowledge of assessment, academic programs, and systems of university governance; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated leadership experience in higher education; and Demonstrated experience with accreditation processes.

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