

Sul Ross State University

Position Description

Official Title: Executive Vice President and Provost

Job Code: 1200

Salary Group: Unclassified (14)

Summary

Function: Chief academic officer of the University.

Scope: All areas pertaining to the academic affairs programs of the Sul Ross State University in Alpine and Rio Grande College.

Duties

Essential: General supervision of at the Alpine and Rio Grande College campuses for faculty recruiting, faculty hiring policies, tenure considerations and promotions, faculty salary administration, academic program development, curriculum review, organized and sponsored research, institutional effectiveness, graduate studies, learning resources, distance and on-line learning, the Wildenthal Memorial Library, the Museum of the Big Bend, and the Center for Big Bend Studies. Oversight of University Catalog, Faculty Handbook and class schedules. Coordination of budget preparation and oversight in all academic affairs areas. Establish and review short- and long-term general and overarching academic strategic goals; lead the establishment and implementation of academic policies and practices in collaboration with the college and library/research technologies Deans, including the assessment of student learning outcomes and institutional effectiveness; and review and recommend academic programs for eliminating or merging based on low productivity. Oversight of commencement. Other areas of responsibility include institutional research, responsible for personal safety and the safety of others, exercising due caution and practice safe work habits at all times. Other duties as assigned by the President.

Non-Essential: Attend various meetings as representative of Sul Ross State University, such as but not limited to the Texas International Education Consortium.

Supervision

Received: Reports to the President.

Given: Oversees the Academic Deans, including Rio Grande College, the Dean of the Library and Research Technologies, the Director of the Center for Big Bend Studies, Assistant Vice President of Institutional Effectiveness, Director of the Museum of the Big Bend, directors of academic and academic-support grant initiatives as assigned by the President, and Administrative Assistant.

Education

Required: Terminal degree in field taught at Sul Ross State University or related field.

Experience

Required: At least five years experience in higher education.

Preferred: At least ten years experience in higher education administration preferably including experience as a department chair and dean.

Equipment/Skills

Required: Excellent administrative and communication skills including experience with budgeting and supervision, computer proficiency in word processing and other software as needed, university teaching, humanistic skills, ability to work with individuals in diverse academic areas, and a record of academic accomplishment and an established reputation as an academic leader that warrants a tenured faculty appointment.

Working Conditions

Usual: Eight hour work day, forty hours per week with some early or late hours weekly depending on workload. Attendance at various University, community, and public school activities and Regents meetings. Exempt from overtime provisions. Position is Security Sensitive.

Special: Weekend meetings with prospective students and parents during recruitment weekends, regular attendance at University activities at night and on weekends.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human

Resources Director.

Date revised: January 2016