

Senior Vice Provost for Academic Affairs

The primary responsibilities of the Senior Vice Provost for Academic Affairs (SVP) lie in two areas: academic budgeting, planning, and policies; and research, faculty development, and academic evaluation. The SVP duties include the following:

- Academic Budgeting, Planning, and Policies
 - Chairing the Academic Affairs Planning and Priorities Committee and coordinating for the Provost's Office the work of strategic planning, budgeting, and program review
 - Addressing requests for commitments associated with curricular proposals and external funding
 - Conducting analyses and providing recommendations to the Provost regarding staffing, budgeting, and workload, and facilitating space allocation discussions
 - Serving as Chair of the Space Committee
- Research and Faculty Development
 - Working closely with the Director of the Office of Research and Grants Administration to facilitate discussion of appropriate external funding opportunities
 - Working with the Associate Provosts on development of an expanded Center for Faculty Development
 - Providing support to the Provost in faculty evaluation and raise processes, including tenure, promotion, third-year, and post-tenure review
- Personnel
 - Supervising Director of Undergraduate Research and Creative Activities, Director of the Office of Research and Grants Administration, Associate Provosts, and Director of Summer School
 - Serving as primary liaison to the Office of Legal Affairs on discrimination and sexual harassment complaints against faculty

Associate Provost for Faculty Affairs

The Associate Provost for Faculty Affairs will work on faculty appointments, development, and evaluation, and will work with faculty committees addressing those areas. Duties will include:

- Faculty Appointments
 - Managing roster, visitor, and adjunct faculty search and appointment processes, including working with deans and chairs to increase faculty diversity
 - Liaising with Human Resources on faculty hiring and leave
 - Providing for orientation of new faculty
 - Serving in a leadership role in the development of faculty salary studies
 - Serving as liaison to the Faculty Welfare Committee and Faculty Compensation Committee
- Faculty Development and Evaluation
 - Working with the Senior Vice Provost and the Associate Provost for Curriculum and Academic Administration on development of an expanded Center for Faculty Development
 - Providing support to the Provost in review of sabbatical proposals
 - Serving as a resource for deans, chairs, and faculty on tenure, promotion, and sabbatical processes
- Academic Budgeting and Planning Associated with Faculty
 - Working closely with the Office of Institutional Research and Provost's Office data specialist to prepare data for program review, analyses of workload, and specialized reporting
 - Working closely with the Senior Vice Provost to conduct analyses of workload data
- Other
 - Serving as the Provost's designee on the Committee on the Bylaws and Faculty Administration Manual and the *ad hoc* Committee on Faculty Governance
 - Serving as the Provost's Office primary liaison with the Battery project
 - Working with the Registrar's Office and the Associate Provost for Curriculum and Academic Administration on Banner implementation

Associate Provost for Curriculum and Academic Administration

The Associate Provost for Curriculum and Academic Administration will work primarily on curriculum development and assessment and in the general area of academic integrity. Duties will include:

- Curriculum Development and Assessment
 - Serving as a resource for deans, chairs, and faculty in the areas of undergraduate, graduate, international, and online education, including working with program directors, chairs, and deans on submission of program proposals to the Board of Trustees and Commission on Higher Education
 - Working with deans, chairs, faculty, and the Office of Institutional Diversity to incorporate diversity into the curriculum
 - Working with the Senior Vice Provost and the Associate Provost for Faculty Affairs on development of an expanded Center for Faculty Development
 - Working closely with the Center for Faculty Development and the Office of Accountability, Accreditation, Planning, and Assessment, assisting programs and departments in developing assessment measures
 - Working closely with the Associate Vice-President for the Academic Experience, including work on student retention, civic engagement, and the First-Year Experience
 - Working closely with the Center for International Education on curricular matters
 - Serving as the Provost's designee on the Curriculum Committee, Graduate Council, and Academic Planning Committee
 - Attending meetings of various CHE committees as appropriate
- Academic Integrity
 - Managing and announcing academic policies
 - Addressing requests for employee access to student records
 - Reviewing student requests and complaints for the Provost's Office
 - Liaising with the Dean of Students and the Associate Dean / Director of Community Relations
- Other
 - Working with the Registrar's Office and the Associate Provost for Faculty Affairs on Banner implementation