

BOARD OF TRUSTEES

UNIVERSITY OF THE DISTRICT OF COLUMBIA

UDC RESOLUTION 2014-_____

SUBJECT: Appointment of Dr. Connie Webster as Acting Associate Provost for Academic Programs

WHEREAS, pursuant to 8 DCMR §212.2 the appointment of a faculty member to service in an administrative position which reports directly to the Provost shall be an executive appointment as such appointments are defined in the university's rules and regulations; and

WHEREAS, pursuant to 8 DCMR §210.2 each person selected by the President for an executive appointment shall be qualified on a description of their position or their roles and responsibilities and shall be approved by the Executive Committee prior to the appointment being made; and

WHEREAS, pursuant to 8 DCMR §210.6 the Board shall determine compensation for administrators at Grade Level 1A and above, upon recommendation of the President through the Executive Committee or appropriate committee determined by the Board Chair; and

WHEREAS, Dr. Webster has been recommended to serve as the Acting Associate Provost for Academic Programs, based on her knowledge, past accomplishments, and extensive experience, earning the respect and trust of University faculty and administrators for her leadership, including serving previously as Chairperson for the Department of Nursing and Allied Health, and the Director of the Associate Degree and RN-BSN Programs, in addition to having administrative oversight for the Certified Nursing Assistant, and Licensed Practical Nursing Program, and for serving as President of the Faculty Senate, an elected position, and for having distinguished herself as a teacher and lecturer, both in the College of Arts and Sciences and the College of Agriculture, Urban Sustainability and Environmental Sciences, as well as in the local and national communities; and

WHEREAS, after review of her credentials it has been determined that she is well-qualified for such position;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of the District of Columbia approves the appointment of Dr. Connie Webster as the Acting Associate Provost for Academic Programs, effective August 16, 2014.

Approved by the Executive Committee:

July 15, 2014

Ratified by the Board of Trustees:

September 16, 2014

Elaine A. Crider
Chairperson of the Board



Fiscal Impact Statement

TO: The Board of Trustees

FROM: Donald L. Rickford
Chief Financial Officer (UDC) *Donald L. Rickford*

DATE: July 10, 2014

SUBJECT: Appointment of Dr. Connie Webster as Associate Provost for Academic Programs

Conclusion

It is projected that there are sufficient unrestricted funds in the University's Office of the VPAA/Provost to cover the cost of the salary and benefits associated with the appointment of Dr. Connie Webster to the position of Associate Provost for Academic Programs.

Background

The proposed resolution is to appoint Dr. Connie Webster as the Associate Provost for Academic Programs. Dr. Webster is currently a faculty member in the Registered Nursing –Bachelors of Science in Nursing Program at a salary of \$89,354. Effective August 16, 2014, Dr. Webster's annual salary will be increased from \$89,354 to \$157,848. The total cost of salary and benefits for this position is estimated at \$203,150 annually.

Financial Impact

The funding will come from unrestricted operating funds of the University, within the Academic Affairs' Office of the VPAA/Provost, specifically the vacant Associate Provost slot. The salary and benefits for this position are budgeted at \$203,150 for FY 2014. The Associate Provost for Academic Affairs position is an "at will" executive appointment and can be terminated at any time without appeal or rights to compensation.

University of the District of Columbia

Job Classification Description

Job Title: Associate Provost for Academic Programs

FLSA: *Leave Blank (Will be completed by H.L.)*

Grade: *Leave Blank (Will be completed by H.L.)*

GENERAL DESCRIPTION OF THE JOB:

Incumbent functions as the Associate Provost for Academic Programs in the Office of the Provost and Vice-President for Academic Affairs University of the District of Columbia. The Associate Provost for Academic Programs is responsible for planning, managing, overseeing, and directing a variety of academic initiatives that include retention, faculty and staff development, program development and review, accreditation, faculty evaluation, promotion and tenure and academic policy analysis and development. In this connection, the incumbent performs the following duties:

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Provides leadership for the development and oversight of the University retention program.
2. Coordinates the establishment and implementation of the Academic Affairs faculty and staff development program.
3. Coordinates faculty affairs, including the development of faculty evaluation and promotion procedures.
4. Assists the Provost in the review and response to all faculty grievances.
5. Develops academic policy regarding primary areas of responsibility and prepares policy statements and reports for the Board of Trustees Academic Affairs Committee.
6. Attends all University Senate meetings, develops an on-going status report of Senate activities, and assists the Provost in the review of all Senate recommendations.

7. Coordinates the development of the University Calendar and major Academic Affairs documents including, the academic calendar, the class schedule, and the university catalogue.
8. Coordinates accreditation activities for academic programs at the university and for the University's institutional accreditation.

MINIMUM JOB REQUIREMENTS:

1. *Doctoral Degree*
2. *Five or more years of work experience as an academic administrator (associate or assistant dean or department chair). Three years of University teaching experience. Have extensive knowledge and experience with regard to academic program review and development, faculty evaluation and tenure review. Have excellent organizational development and management skills. Management/supervisory leadership experience and a substantive knowledge of higher education issues are required.*

REQUIRED COMPETENCIES:

1. Creativity and innovativeness in program development.
2. An understanding of the principles and concepts for planning and program evaluation.
3. Demonstrated ability to gain cooperation and support from faculty and other individuals when initiating new programs.
4. Knowledge of the organization, mission and programs under the jurisdiction of the University of the District of Columbia.
5. Knowledge of the organization and functions of the District of Columbia Government, its various agencies, boards, and commissions, as appropriate.
6. Ability to work effectively when confronted with emergencies.
7. Ability to provide professional guidance and supervision.
8. Administrative skills in planning, organization, time management etc.
9. Writing skills for editing and approving the work of others and for the creation of interesting and attractive promotion materials.
10. Demonstrated ability to coordinate many projects at the same time.

STANDARDS & EXPECTATIONS:

1. Expectations of the job:

- Utilizes technical and administrative procedures in implementing programs.
- Personal Contacts: Must develop close relationships with members of the University community, as well as individuals and community groups in the greater metropolitan area.
- Purpose of Contacts: Contacts are made for the purpose of coordinating the activities associated with position functions.
- Physical Requirements: Normal physical dexterity.
- Work Environment: Work is performed on campus and in the community.

Development and Counseling:

Employee is expected to participate in activities that will help in the development of his/her career, and help in the performance of the job. Employee may seek counseling from the immediate supervisor.