

BOARD OF TRUSTEES

UNIVERSITY OF THE DISTRICT OF COLUMBIA

UDC RESOLUTION 2014-_____

SUBJECT: Extension of the Appointment of Dr. Rachel Petty as Interim Provost of University of the District of Columbia

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

WHEREAS, pursuant to 8B DCMR §210.4 and §212.3 a person serving in an “interim” status for an executive appointment shall be limited to one (1) year; and

WHEREAS, the Board may approve an extension or renewal of an interim appointment for no more than one (1) additional year due to extenuating circumstances as determined by the Board; and

WHEREAS, Dr. Petty has been recommended to continue to serve as the Interim Provost of the University of the District of Columbia, based on her knowledge, past accomplishments, and extensive experience; and after review of her credentials it has been determined that she is well-qualified for such position and that the recommended salary adequately reflects the job duties and experience; and

WHEREAS, Dr. Petty is currently serving as the Interim Provost of the University of the District of Columbia and the Board has determined that the interim appointment should be extended based on extenuating circumstances;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of the District of Columbia approves the extension of the appointment of Dr. Rachel Petty as the interim Provost of the University of the District of Columbia, for a time not to exceed one (1) year from the date of appointment, consistent with the terms and conditions in her appointment letter.

Approved by the Executive Committee:

July 15, 2014

Ratified by Board of Trustees:

September 16, 2014

Elaine A. Crider
Chairperson of the Board



Office of the Chief Financial Officer

Donald L. Rickford
Chief Financial Officer

FISCAL IMPACT STATEMENT

TO: The Board of Trustees

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

DATE: July 9, 2014

SUBJECT: Executive Appointment – Interim Provost/Vice President for Academic Affairs -
Dr. Rachel Petty

Conclusion

The Office of the Chief Financial Officer of the District of Columbia has projected that there are sufficient unrestricted funds in the University's Academic Affairs Provost's Office to cover the cost of salary and benefits associated with the re-appointment of Dr. Rachel Petty to the position of Interim Provost and Vice President of Academic Affairs for the University of the District of Columbia (UDC.)

Background

The proposed resolution is for the approval of Executive Re-Appointment as Interim Provost and Vice President of Academic Affairs for Professor Rachel Petty effective August 1, 2014 to July 31, 2015. Please note that under District of Columbia law, this appointment is required to be an "at will" appointment, serving at the pleasure of the President and terminable at any time without appeal or right to compensation.

Financial Impact

The salary under this appointment will be Level 01 Step 5 of the non-union administrative salary schedule, paying \$235,930.00 per year. The total cost of salary and benefits of this position is estimated at \$303,642 annually. This position will continue to be fully eligible for cost of living increases in accordance with applicable University policy. It will also continue to be eligible for and may participate in University of the District of Columbia health insurance, life insurance, retirement, and disability programs in the same manner and under the same conditions as regular administrative employees hired on or about the date of your initial appointment. The University will continue to contribute seven percent (7%) of your salary to your Teacher Insurance Annuity

Association/College Retirement Equities Fund (TIAA/CREF) retirement account. Your leave accrual rates are as follows: 22 days of annual leave and 12 days of sick leave.

Upon completion of this appointment, the employee will revert to his/her regular faculty appointment of Professor, with all associated compensation and benefits of that position.

The Executive Management within the Budget Department of the Office of the Chief Financial Officer of UDC has approved this request based on the information provided. We do not anticipate any risks at this time.



University of the District of Columbia Job Classification Description

Job Title: Interim, Provost and Vice President of Academic Affairs

FLSA: Exempt

Occup. Series/Salary Plan/Grade: AD301/0058/Grade 1

Union: Non-Union

Job Code: TBD

GENERAL DESCRIPTION OF THE JOB:

The Provost and Vice President for Academic Affairs, the chief academic officer of the University, holds a position second only to the President of the University. This officer manages all academic activities and academic programs for the purpose of increasing the effectiveness and efficiency of the University's academic services. As chief academic officer, the Provost and Vice President has final responsibility for the direction, coordination and staffing of the various schools, Learning Resources, Community Outreach and Extension Services, College of Arts and Sciences. Working cooperatively with the President and other University officers, the Academic Vice President shares the responsibility to create a learning environment that promotes excellence in scholarship and research. In executing the duties listed below, the Provost and Vice President for Academic Affairs is supervised by and reports to the President of the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership and serves as chief officer for the University in the absence of the President.
- Provides academic leadership to the University community and works closely and directly with the deans, divisions and other directors of units that report to the Office of Academic Affairs. Within the spirit of collegiality, the Vice President:
 - a. delegates full authority to the deans and directors to operate their units within the policies, procedures and guidelines of the University;
 - b. receives and considers recommendations from deans and directors concerning all matters pertaining to their units;
 - c. receives and considers recommendations from deans and directors concerning promotions and in turn, makes recommendations to the President;
 - d. gives final approval for sabbatical leave upon the recommendation of deans and directors;
 - e. meets regularly with deans and directors to plan activities, discuss and resolves issues involving the education process.

- Evaluates the performance of deans and directors and staff under the direct supervision of the Vice President.
- Has responsibility for the admission and registration of all students.
- Provides direction for colleges, schools, departments and support services in the pursuit of the University's educational goals. In this regard, it is the responsibility of the Academic Vice President to:
 - a. provide leadership and supervision in curriculum development;
 - b. coordinate instructional activities with the assistance and supervision of the deans;
 - c. address and resolve controversial issues, even when popular support is lacking;
 - d. understand and appreciate the diversity of student interests and abilities and to use this knowledge to establish an educational climate that permits maximum student growth and development.
- Articulates policies, regulations and procedures affecting academic affairs within the University. To this end, the Vice President:
 - a. represents academic affairs in all appropriate University councils and community forums;
 - b. investigates, develops, promotes and when necessary modifies or adopts innovative approaches and techniques that respond to the needs of students or the community;
 - c. prepares the academic budget and allocates funds to the appropriate units.
- Hears appeals of faculty members, when issues are unresolved within the college, schools or units.
- Prepares reports for the various agencies, the President or the Board of Trustees upon request.
- Initiates or establishes appropriate procedures to enforce Board policies, District and Federal statutes within the various units of Academic Affairs.
- Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS:

1. An earned doctorate or equivalent at an accredited academic institution.
2. Academic leadership experience as a provost, dean, academic vice president or other senior academic administrator.
3. Experience with learning communities and interdisciplinary and collaborative teaching.
4. Demonstrated excellence in teaching.
5. Commitment to student-centered learning.
6. Commitment to innovation in higher education.
7. Distinguished record of scholarly, artistic, or other significant professional achievement.

8. Demonstrated ability to provide academic administrative leadership in a consistent, creative, and accountable manner.

REQUIRED COMPETENCIES:

To effectively execute the responsibilities of the Office of the Provost and Vice President for Academic Affairs, this officer must have a knowledge of:

- The mission, goals and objectives of the University of the District of Columbia.
- Federal and District laws, regulations, policies and procedures applicable to educational institutions.
- Policies, procedures and practices of the Board of Trustees and the University of the District of Columbia.

STANDARDS & EXPECTATIONS:

The incumbent acts as the chief academic officer of the University, holds a position second only to the President of the University. The leadership provided by the incumbent contributes to the effective administration of the University by the President. With guidance and instructions from the President, the Provost and Vice President for Academic Affairs is in charge of directing, coordinating and staffing of the college and schools. Day-by-day decisions and supervisory controls provided by the Provost are independent of immediate supervision of the President. Incumbent is responsible for working cooperatively with the President and other University officers, sharing the responsibility for creating a learning environment that promotes excellence in scholarship and research and for supporting the University's vision and goals.

Contacts are with high level executives in the University including but not limited to the President, Vice Presidents, Deans, Directors and Program Managers. Additional internal contacts include faculty, students, support staff members and other employees throughout the University. External contacts include members of the government, both local and Federal, other professionals including State and Federal Agency Directors, members of private research organizations, professional associations and public interest groups. The purpose of the contacts is to summarize, interpret, receive and disseminate information, to present alternative approaches to problems and to establish working relationships with appropriate individuals both inside and outside the University. The establishment of contacts is frequently an important aspect of the work at this level and requires tact and negotiating skills.

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 duties and responsibilities of the job. Employee may seek counseling from his/her immediate supervisor.

Training:

Training is available to help improve the skill and knowledge level of the academic program development, and to update them on the latest techniques, methods and theories that are being used and offered in the administration and technology industry

Knowledge of UDC Rules and Regulations:

Guidelines consist of the regulations, policies, and procedures of the University of the District of Columbia, the University Board of Trustees, and the District of Columbia government.

Physical Demands

The work is sedentary. Typically, the incumbent may sit comfortably to do the work. However, the work requires carrying of light items such as books and papers, local traveling to various work sites.

Work Environment

The work includes the everyday risks and discomforts of an office setting.

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.

Employee Signature

Date

Supervisor Signature

Date

The University of the District of Columbia is an Equal Opportunity Employer (EOE).

Version Date: 11/21/2008