

# 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.*