

JOB DESCRIPTION

Job Title: Vice Provost for Academic Administration
Job Status: Full Time
Reports To: Provost
Location: Mieras Hall
Summary: Oversee academic policies, academic advising, university catalog, the Office of Records, and the annual commencement ceremony. In addition, the Vice Provost is a member of the Provost's Council and serves as an ex officio member of various university committees.

Responsibilities

Responsible for maintaining the academic integrity of the university's processes. This includes, but is not limited to: oversight of the Records Office, maintaining the online university catalogs, updating academic calendar and academic affairs web pages, evaluating academic policies, managing the academic standing process (probation, appeal, and dismissal), training and oversight of the faculty advising process, serving as chief commencement officer, and assisting the Provost with accreditation issues. In this role, the Vice Provost demonstrates a commitment to best practices and plays an education role with the university community in their adoption.

The Vice Provost is responsible for being open to the new ideas that come from academic initiatives while educating others on the institutional variables that either encourage or impede those initiatives. The Vice Provost serves as a model in balancing academic integrity, personal scholarship, quality relationships, and personal/emotional well being.

Qualifications

- An earned doctorate
- At least 10 years of teaching experience in a regionally accredited college or university
- Knowledge of the unique issues in Christian Higher Education
- Demonstrated excellence in a significant administrative role at the department level or above
- Knowledge of governance processes in higher education
- Active participation in processes of regional accreditation, including issues of assessment and program review
- Knowledge of the diversity of academic programs within the university
- Experience with administrative components of leading major events that combine attention to detail with broad collaboration
- Evidence of scholarly activity and professional curiosity
- Evidence of Christian commitment, active church involvement, and a strong allegiance to the University mission and vision
- Ability to work with university faculty and staff on the development of best practices through effective delegation
- Capable of moving from management issues to longer term leadership issues as situations require
- Capable of consensus building and effective conflict resolution
- Capable of analyzing existing systems, making recommendations for improvement, and collaborating on implementation
- Ability to model the inquisitiveness of scholarship in the midst of administrative decision making

- Able to supervise staff and provide clear direction for development
- Strong verbal and written communication skills
- Ability to collaborate with other members of the Provost's Council in support of the coherent operation of the academic affairs unit of the university
- Ability to collaborate with the varied leadership structures of university governance
- Commitment to demonstrating institutional effectiveness at all levels
- Capable of sustaining relationships within the Church of the Nazarene as well as the broader Christian community.

Supplemental Questions

1. Describe administrative experiences that would contribute to success in this position.
2. Describe your involvement with regional accrediting associations.
3. Describe the experiences you would build upon in overseeing commencement.
4. Describe how your personal beliefs are compatible with and supportive of the spiritual mission of Point Loma Nazarene University.