

UNIVERSITY OF NORTHERN IOWA

POSITION DESCRIPTION

Working Title Provost and Executive Vice President for Academic Affairs

Appointment Type Institutional Official

Reports To (Title) University President

Division Academic Affairs

Review Date February 2021

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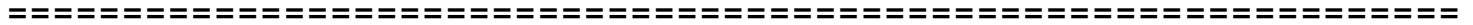
PRIMARY FUNCTION: As Provost, serves as the chief academic officer of the University; provides executive leadership for the University's academic operations; formulates and implements academic policies; formulates and implements a comprehensive enrollment management plan; provides advice and counsel on resource allocation; develops and implements an academic master plan and supports the mission of the University and its strategic plan; advances diversity, sustainability, and community engagement; serves as a member of the President's Executive Management Team and President's Cabinet; and provides leadership for curriculum, assessment, institutional research, instructional technology, research and sponsored programs, and international programs.

As Executive Vice President has executive responsibility for the Academic Affairs division which includes the following departments: College of Business Administration; College of Education; College of Humanities, Arts, and Sciences; College of Social and Behavioral Sciences; Library; Continuing Education & Special Programs; Undergraduate Studies; Institutional Research; International Programs; Instructional Technology; Research and Sponsored Programs; Enrollment Management; Admissions; Financial Aid; Registrar; and the Center for Urban Education.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

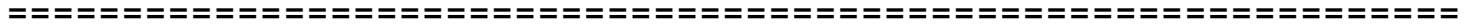
1. Provides leadership for academic excellence and strategic direction for and oversight of all academic units, including the colleges, departments, curriculum, faculty, and staff engaged in the teaching, scholarship, and service mission of the university, including faculty and staff recruitment and professional development initiatives.
2. Provides leadership for creating and implementing vision for the division based on university values and in support of its mission, vision, and strategic plan; embraces diversity and models and promotes an inclusive culture; demonstrates high ethical standards and integrity; and exhibits a continuous improvement philosophy and promotes accountability.
3. Provides leadership and/or active involvement on key university committees, councils and initiatives; engages in community outreach and university partnerships; collaborates with other Board of Regents, State of Iowa institutions; oversees labor relations and negotiations with United Faculty; and develops professional contacts and maintains academic competency through active participation in professional organizations.
4. Coordinates assessment and continuous improvement activities, including institutional and program accreditation, academic program reviews, and learning outcomes assessment.
5. Oversees Academic Affairs budget, working closely with deans, directors, department heads and the Senior Vice President for Finance and Operations.
6. Develops and oversees implementation of a comprehensive enrollment management plan, including recruitment, retention, persistence, and graduation efforts, as well as other student engagement and success initiatives. Collaborates with the Vice President for Student Affairs and other Student Affairs staff.

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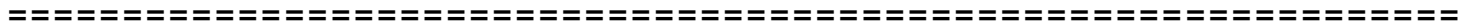
CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- 7. In conjunction with Senior Vice President for Facilities and Operations, oversees University sustainability initiatives and programs to achieve institutional goals in resource conservation and to advance academic initiatives connected to sustainability.
- 8. Prepares academic and administrative materials for the President, Board of Regents, and governmental agencies; represents the University at Board of Regents meetings and to various constituencies internal and external to the University and the local community; and coordinates reports for state, federal and local agencies.



QUALIFICATIONS: Doctorate or terminal degree from an accredited institution plus at least seven years of significant administrative experience in higher education and professional accomplishments worthy of appointment as full professor with tenure. A demonstrated commitment to helping each student and employee reach their educational, professional and personal life goals.

Additional qualifications include demonstrated competence in curriculum development, experience overseeing faculty whose responsibilities include teaching, scholarship, and service, experience in strategic planning and enrollment management, a demonstrated commitment to diversity, equity and inclusion, experience with budget development and implementation, an ability to work and build relationships on campus and partner with key external constituencies, commitment to shared governance, strong communication and problem solving skills; and an ability to provide inclusive and collaborative, transparent, and data-informed leadership required. Professional accomplishments worthy of appointment as full professor with tenure.



The above statements reflect characteristic duties and responsibilities of the position and are not intended to limit the university's right to assign, direct and control duty assignments.

Prepared By:
Scott Klahsen

Incumbent:
Jim Wohlpart

Approved By:
Mark Nook