Position Description

Senior Vice Provost for Academic Affairs

The Office of the Provost has the administrative and operational responsibility for the Lawrence and Edwards campuses including academic and student programs and business operations. The office is responsible for the formulation and implementation of academic and administrative policies and goals working in concert with the vice provosts and deans and in cooperation with University Governance. The Senior Vice Provost for Academic Affairs reports to the Provost and coordinates various academic programs to enhance and support the academic mission.

Areas of responsibility for this position include:

- Work with the academic deans and facilitate communication and interaction with the Office of the Provost
- Supervise unit directors of Privacy Office, KU Continuing Education, International Programs, Center for Service Learning, and other academic unit directors as assigned by the Provost
- Serve on committees and assist in the development and administration of various policies and budgets affecting the entire campus as assigned by the Provost
- Develop and track performance indicators, establish goals, and report to Kansas Board of Regents
- Be responsible for academic program approval and review for Kansas Board of Regents including community college articulation agreements and out-of-district course approvals
- Be responsible for the development of successful assessment mechanisms and accreditation
- Supervise Assistants to the Provost for Academic Affairs
- Other duties and responsibilities as assigned by the Provost

Required Qualifications

- The Senior Vice Provost for Academic Affairs must be a tenured faculty member at the rank of full professor
- A minimum of two years of administrative experience at the departmental, School/College, and/or university level (or equivalent)
• A strong teaching and research record as demonstrated by high rating in student evaluations and consistent publications in recognized journals for academic discipline

• Commitment to diversity as demonstrated by participation in effective faculty and/or student recruitment and retention efforts

• Experience with policy development, implementation, and interpretation as demonstrated by level of administrative positions held

• Demonstrated ability to expedite administrative processes with diplomacy and thoughtfulness

• Demonstrated ability to work independently and efficiently to accomplish goals

Preferred Qualifications

• Superior interpersonal and communication skills

• Sensitivity to faculty, staff, and student concerns

• Ability to promote and maintain collegial relationships and work as part of an administrative team

• Sensitivity to issues related to confidentiality and ability to exercise discretion in this area

Terms of appointment: Start date of July 1, 2011. This is an 80% FTE position and is a 12-month appointment. All major administrators at KU serve at the pleasure of the administrator to whom they report. The expectation is that the Senior Vice Provost for Academic Affairs will serve an initial term of five years with the possibility of continued appointment after that time. An administrative supplement will be added to the base salary for the duration of the appointment.

To apply, submit a letter of application, curriculum vitae, and the names of three references to https://jobs.ku.edu/applicants/Central?quickFind=95964. Review of applications will begin Monday, April 25, with applications accepted until the position is filled.