



POSITION GUIDE

POSITION: Provost and Senior Vice President, Academic & Student Affairs	REPORTS TO: President	DEPARTMENT: Academic & Student Affairs
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BROAD FUNCTION:

The Provost & Senior Vice President, Academic & Student Affairs, has broad responsibilities for the planning, development, assessment, and administration of OCC's educational programs and student support services. S/he serves as the Chief Academic Officer and supervises the Chief Student Services Officer. S/he must provide effective leadership and management to ensure the quality of the educational experience. The Provost is expected to provide leadership, vision, direction, and advocacy for faculty and for all members of the staff. The Provost will ensure clear direction for the leadership team of Academic & Student Affairs and will promote collaborative efforts and ensure highly effective communication and cooperation among all departments.

Reporting to the President, the Provost will assume a key role in strategic planning and outcomes assessment; program review and program development; faculty development; academic and student support services; and resource allocation. The Provost serves as a member of the Executive Council.

The Provost will promote academic excellence and integrity and will lead innovations in programs and services that respond in a timely manner to a rapidly changing environment. The Provost will provide vision, support and direction for a comprehensive array of support services designed to enhance students' success in meeting their educational goals.

MAJOR RESPONSIBILITIES:

- In support of the College's strategic plan, work with faculty to plan, develop, execute and assess academic programs, including appropriate non-credit and workforce development programs
- Oversee the creation and implementation of annual operational plans for each area of supervision. Provide administrative oversight to each area.
- Oversee the systematic and routine assessment of all academic programs and student services to ensure continuous improvement. Work effectively with faculty to implement necessary improvements.
- Facilitate clear, cohesive and effective working relationships between and among all Academic & Student Affairs departments and employees in the interest of student success.



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- Guide activities of the Academic Deans in achieving institutional objectives; evaluate progress toward goals and objectives; promote continuous improvement.
- Effectively and accurately communicate interests and needs for academic and service areas to the administration, and effectively and accurately communicate institutional interests and needs to faculty, staff, and students.
- Serve as the primary contact for local, state and federal agencies, including SUNY, in matters pertaining to the academic program and support services.
- Oversee the systematic and ongoing evaluation of divisional and relevant institutional policies to ensure consistent application thereof, and in cooperation with the Academic & Student Affairs leadership team, formulate and update policies, subject to presidential and trustee approval, as needed, concerning all facets of the division.
- Actively work with grants and development staff to secure additional support of educational programs.
- Maintain compliance with employee bargaining unit contracts; participate in the negotiating process as needed.
- Serve as or appoint a designee to hear grievances as defined within the bargaining unit contracts, as applicable.
- Work collaboratively with the college's Middle States liaison.
- Maintain highly effective communication and working relationships with other Executive Council members and employees of the college, keeping them informed of current activities and working collaboratively with them to achieve institutional priorities in a spirit of joint endeavor.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- An earned doctorate from a College or University accredited by a Regional Accrediting Organization.



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- One academic year of full-time faculty teaching experience at a college or university.
- Progressively responsible academic administrative experience at a college or university including two years of experience at or above the level of Dean or Division Chair.
- Demonstrated commitment to shared governance and a collegial environment.

ADDITIONAL PREFERRED QUALIFICATIONS

- Demonstrated commitment to the community college mission.
- Community College teaching experience
- Demonstrated successful experience in curricular and program development and assessment, as well as development and assessment of support programs.
- A strong record of commitment to meeting student needs, including the effective use of online learning and other alternative teaching methods to optimize course delivery, student engagement and innovative scheduling.
- Demonstrated successful experience in strategic planning, fiscal management, resource allocation and supervision of personnel.
- Demonstrated ability to work with all employees and students as well as community groups of diverse academic, socioeconomic, cultural and ethnic backgrounds.
- Demonstrated commitment to the employment and development of an ethnically and culturally diverse workforce.
- A sense of humor and leadership style that emphasizes collaboration, team building, accessibility and open communication.