



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/19/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Provost and Vice President for Academic Affairs
Status: Full-Time
Grade: N/A
Union Affiliation: NUNC (Non-union/Non-classified)
Reports to: President

PRIMARY PURPOSE:

The Provost and Vice President for Academic Affairs reports to the President and is the Chief Academic Officer of the College. The Provost advises the President on policies and operations and serves as the chief executive in the absence of the President. Providing the academic leadership that ensures excellence in the College's curricula, teaching, research, and public outreach, the Provost is responsible for the vitality of the College's academic life and the intellectual well-being of students, staff, and faculty. This senior academic administrator brings the best academic practices to a culture committed to continual improvement. The Provost is a major participant in the College's strategic planning, oversees special centers and partnerships, and sets measurable goals for all of the College's educational programs.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Supervision and mentoring for the college Deans and other academic officers, empowering them as individuals and professionals to ensure that the programs of the College meet high standards of quality and fairness, including regional and professional accreditation.
- Active engagement in faculty leadership, playing a critical role in the support and elevation of faculty in teaching, research, creative activity, professional development, and service.
- Development and management of the budget for Academic Affairs.
- Collaboration with the Vice President of Student Success to ensure a highquality experience for the College's students.
- Collaboration with the Vice President for Administration and Finance to provide adequate and appropriate funding for the facilities and operational infrastructure for students and faculty.
- Collaboration with the Rhode Island College Foundation to facilitate fundraising for academic purposes.
- Direction of the selection, supervision, and evaluation of all professional staff employed by the various units within the division.
- Advocate for the College with government, educational, and community organizations.
- Completes other duties and responsibilities as assigned by the President of the college.

REQUIRED QUALIFICATION STANDARDS:

Education and Experience:

- An earned doctorate and higher education administrative experience (e.g., minimum of dean or above), with evidence of increasing responsibilities in a senior academic position.

- Exemplary academic credentials that demonstrate scholarly achievement, engender respect from the academy and the community at large, and qualifications for appointment as a full professor with tenure are required.

Skills, Knowledge and Abilities:

- Adept at communicating with and meeting the needs of today's diverse college communities.
- Possess the cultural competency and the emotional agility to respond to issues of diversity and inclusion while advancing the College's strategic pillar of Inclusive Excellence.

PREFERRED:

- Scholarly achievement in teaching and service.
- Prior experience in a collective bargaining environment.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.