

# Position Description: ExecVC&Provost-AcademicAffairs (Classified and University Staff)

**Current Status:** Active

- Position Type: **Classified and University Staff**
- Department: **Chancellors Office (40001)**
  - Created by: **System Account**

## Proposed Title/Job Code

None specified.

## Position Description

### General Information

<b>Working Title</b>	ExecVC&Provost-AcademicAffairs
<b>Funding</b>	
<b>HRMS Position Number</b>	00420101
<b>Campus</b>	
<b>Division</b>	
<b>Department</b>	Chancellors Office
<b>Work Unit</b>	
<b>Job Summary</b>	<p>The Provost and Executive Vice Chancellor for Academic Affairs is the chief academic officer of the Colorado Springs campus.</p> <p>The Provost and Executive Vice Chancellor for Academic Affairs is responsible for:</p> <p>Directing and overseeing instruction, research and creative work, and academic outreach activities of the campus.</p>

	<p>Serving as the campus leader in the absence of the Chancellor, and leading the collaborative efforts of the vice chancellors and chief operating officer for advancement in support of the academic, research, and student centered mission of the university.</p> <p>Advancing the campus research mission.</p> <p>Leading the development and administration of academic policies.</p> <p>Fostering excellence in academic departments and divisions.</p> <p>Recruiting, developing, and promoting tenure track and non tenure track faculty, deans, and other academic leaders.</p> <p>Promoting student success and the learning environment with an emphasis on collaboration between curricular and co-curricular programs and services.</p> <p>Supporting diversity and inclusiveness throughout the academic programs.</p> <p>Allocating resources to assure high quality academic programs, teaching, research and creative work, and service.</p> <p>Working collaboratively and effectively with the chancellor, the vice chancellors and chief operating development, capital development, budget, and financial plans, including fundraising priorities and strategies.</p> <p>Working collaboratively within the CU System administrators, other Colorado colleges and universities, and the Colorado Commission on Higher Education.</p> <p>The University follows Fair Labor Standards Act (FLSA) regulations. For purposes of FLSA this position has been determined to be exempt from (not eligible for) overtime under FLSA.</p>
<b>Describe any staffing or organizational changes, duties added or eliminated and any effect on other positions (include position #'s)</b>	
<b>Cu Job Code</b>	
<b>Statutory Exemption Reason</b>	

Position Review Information

<b>HR Consultant</b>	
<b>HR Position Management Consultant</b>	
<b>Type of Review</b>	

<b>Additional Information</b>	
<b>Is a classified employee electing exemption?</b>	
<b>Classified position #, title and name of ee</b>	
<b>Full/Part Time</b>	Full-time
<b>If part-time, include % of time</b>	
<b>Will these changes require an update to the existing incumbent record in HRMS?</b>	

## Duties

Duties

## Line/Staff Authority

Line/Staff Authority

Check the category that best describes the position's formal, direct supervisory and/or staff authority status.

<b>Authority Category</b>	
<b>Supervision received and exercised: list position numbers of direct reports</b>	<p>Reports to the Chancellor of the University of Colorado Colorado Springs. The responsibility assigned to this position is by broad directive and is generally accomplished without direct supervision. This position has broad latitude in the selection and use of resources, techniques, methods, and timing of operations.</p> <p>The Deans of the primary academic unties (College of Letters, Arts, and Sciences; College of Business; College of Engineering and Applied Science;</p>

	<p>College of Education; Beth-El College of Nursing and Health Sciences; School of Public Affairs; Graduate School; and the Kraemer Family Library).</p> <p>Associate Vice Chancellor for Research and Innovation, Sr. Associate Vice Chancellor for Academic Affairs, and Associate Vice Chancellor for Diversity. Institutes and Centers.</p>
<p><b>For Staff and Senior Authority, please describe why this position qualifies for the respective category</b></p>	

**Essential Functions**

**I. Physical Demands**

Please refer to definitions to the below selections here:  
<https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

<p><b>General Physical Demands Definition</b></p>	
<p><b>Physical Demands Specific</b></p>	

**II. Mental Functions**

Please refer to definitions to the below selections here:  
<https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

<p><b>Mental Functions Selections</b></p>	
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**III. Environmental Conditions and Physical Surroundings**

Exposure results in marked bodily discomfort. Please refer to definitions to the below selections here: <https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

<p><b>Environmental Conditions</b></p>	
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**and Physical Surroundings**

IV. Hazards

**Hazards Selections**

Qualifications

Title Minimum Qualifications

Special Qualifications Request

<b>Minimum Qualifications</b>	<p>An earned doctorate or appropriate terminal degree.</p> <p>A distinguished record of teaching, scholarship, and service sufficient to warrant appointment at the rank of full professor.</p> <p>A record of at least five years of progressively responsible university administrative experience, preferably at dean level or as head of a major academic unit.</p>
<b>Required Competencies: Knowledge, Skills &amp; Abilities</b>	<p>Strong leadership, interpersonal, and communication skills.</p> <p>Demonstrated commitment to diversity and multiculturalism.</p> <p>Demonstrated understanding of, and support for, student (affairs) success programs and their role in the education and development of the whole student.</p> <p>A principled leadership style that reflects personal and professional integrity.</p> <p>Demonstrated understanding of complex budgets and strategic planning.</p>
<b>Preferred Qualifications</b>	<p>A record of at least five years of progressively responsible higher education administrative experience, preferably at dean level or as head of a major academic unit and including professional schools.</p> <p>Demonstrated record of success in one or more of the following; building academic programs, including entrepreneurial new academic programs; recruiting and promoting faculty; developing teaching; and developing a broad range of academic scholarship (understood to include research, creative work, and clinical studies) including research infrastructure, opportunities, and resources.</p> <p>Demonstrated understanding of, and support for, student (affairs) success programs and their role in the education and development of the whole student.</p>
<b>Do you think this position requires a special qualification that differs from the established minimum qualifications for other positions in the class?</b>	

<p><b>If yes, please describe the special qualification.</b></p>	
<p><b>Why can the special qualification not be obtained through training during the probationary/trial service period (between six and twelve months)?</b></p>	

Additional Information

Drug Free Workplace

<p><b>For purposes related to the Drug Free Workplace Act of 1988 and the Colorado State Employee Substance Abuse Policy, is this position safety related?</b></p>	
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Background Check

<p><b>In addition to a criminal background check</b></p>	
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Additional Requirements

<p><b>Campus Security Authority</b></p>	<p>No</p>
<p><b>Pre-placement Physical</b></p>	<p>No</p>
<p><b>Please describe any special physical requirements</b></p>	
<p><b>Colorado Driver's License</b></p>	

<b>Driver's License Type</b>	
<b>Driver's license required endorsements</b>	
<b>Essential Services</b>	
<b>Shift Work</b>	No
<b>On Call Hours</b>	No
<b>Call Back</b>	No
<b>Please describe additional requirements for shift work, on call or call back</b>	
<b>Health Insurance Portability and Accountability Act (HIPAA)</b>	

Requirements for Hazardous Materials Handling or Exposure

<b>Hazardous Chemicals</b>	
<b>Radioactive Materials/Ionizing Radiation</b>	
<b>Infectious Matls/Human Blood or Bodily</b>	

## Documents

No documents have been attached.