

Arizona Christian University

Position Description

Position Title:	Provost	Date Updated:	09/07/2015
Reports to:	President	Department:	Executive Cabinet
Direct Reports (if any):	Division Chairs Administrative Assistant	FSLA Status:	Exempt
<p>Position Summary: The Provost is responsible for the academic, admissions and student services divisions of the university. As such the position is responsible for the development, implementation, management, and teaching of the university's traditional academic program and the addition of an online degree program in the non-traditional division. Responsibilities include: oversight of the admissions department; leadership of faculty teaching and scholarship; developing, implementing and monitoring undergraduate academic policies and procedures; and providing oversight of the student services programs. The position is responsible for managing financial resources for these divisions. This is a full-time position with benefits. Salary to be determined based on qualifications and experience.</p> <p>The position reports to the President and is a member of the Executive Cabinet</p>			
<p>Prerequisite Qualifications:</p> <ul style="list-style-type: none"> A. Support of the mission and vision of Arizona Christian University and the university Core Commitments B. Christian commitment consistent with the ACU Statement of Faith C. Terminal degree in leadership or academic discipline taught at the university D. Minimum of 5 years full-time college/university teaching/leadership experience E. Experience building a distance learning delivery system. 			
<p>Duties, Tasks, Responsibilities:</p> <p>Leadership</p> <ul style="list-style-type: none"> • Provide visionary leadership for the attraction of students, their academic program, and student life opportunities. • Develop and articulate strategic plans for all divisions of responsibility. • Provide leadership in the development of online degree programs. • Develop and maintain relationships between the university and its internal and external constituencies. • Serves on behalf of the university at the direction of the President. • Advises the President on all matters concerning the university including planning, policy and academic and student operations. <p>Management</p> <ul style="list-style-type: none"> • Select and supervise division leadership in the areas of student services, and admissions. • Oversee hiring, management, evaluation and promotion of full-time and adjunct faculty appointments for the traditional undergraduate program. • Manage faculty evaluation plan including annual review of all instructors. • Oversee policies relative to faculty employment in consultation with the Human Resources Department. • Provide faculty development programs, which enhance excellence in teaching including orientation, training and mentoring where needed. • Approve all faculty teaching assignments. • Guide, lead, motivate and inspire faculty to be entrepreneurial, creative and innovative. • Plan for and add new majors, programs, emphases and other certificates as the university 			

grows.

- Identify opportunities to integrate technology as a complementary instructional tool.
- Oversee the coordination of accreditation activities.
- Build an academic program that capitalizes on the interrelationship among the disciplines.
- Assign membership and give charge/oversight to faculty committees.
- Supervise and manage division and department chairs, setting goals and monitoring results.
- Develop, publish, implement and monitor undergraduate academic policies and procedures.
- Direct quality assurance efforts of courses in consultation with faculty, administration and the Director of Institutional Research.
- Ensure consistency and alignment of course syllabi with academic standards of the university.
- Oversee financial management of the undergraduate academic program in accordance with university budgetary guidelines in concert with division and department chairs.
- Identify and pursue alternative sources of revenue for programs, including grants.
- Develop class schedules for all terms.
- Oversee the advising and academic support programs for students.

Internal/External Relations

- Conduct research and advise the President upon request.
- Represent the traditional and nontraditional undergraduate academic program within the university.
- Serve on the Senior Executive Cabinet.
- Enhance the intellectual and social atmosphere of the university through effective academic program development.
- Actively participate in key academic functions.

Working Conditions:

- A. Requires the ability to read, write, see, hear, and speak clearly.
- B. Requires the ability to stand, walk, or sit for long periods of time.
- C. May be required to lift object weighing up to 20 pounds.
- D. Occasional travel and attendance at on- and off- campus events may be required during and outside normal business hours.