

# Job Description

Position Title: Provost and Executive Vice Chancellor of Academic Affairs

Job Family: Executive Administration

Job Level: Executive Administrator

FLSA Status: Exempt

Salary Grade: 13

## Position Summary:

The Provost and Executive Vice Chancellor (EVC) of Academic Affairs is the College's Chief Academic Officer and Instructional Leader and leads the Academic Affairs Division, serves as a vital member of the College's Executive Leadership Team, and provides leadership in achieving the College's mission. The Provost and EVC provides specific leadership and oversees Academic Excellence, Student Learning, Diversity/Equity/Inclusion and Faculty Affairs and Development. The Provost and EVC is a partner with the Chancellor in leading all aspects of College affairs and provides leadership within the community as well as at the State and National level.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Collaborates with the Chancellor, and faculty to ensure all academic programs and services reflect PCC's mission and core values.
2. Works collaboratively with the executive leadership team and the instructional leaders of the five campuses in the leadership, planning, vision, and management in advancing a comprehensive academic affairs program and instructional strategic objectives to meet the needs of a diverse student body and community.
3. The Provost and EVC promotes excellence in all aspects of academic programming; facilitates curriculum development and assessment of learning outcomes; proposes more efficient academic-related institutional operations; provides leadership in the development, enhancement, and review of academic policies and programs.
4. Ensures academic programs comply with the governing rules and regulations and accreditation guidelines; and, oversees the allocation and management of resources for academic affairs and faculty positions.
5. Assists the Chancellor in communicating and garnering levels of support, by serving as an advocate for the mission and goals of PCC among its various constituencies;
6. In partnership with the Chancellor, identifies, evaluates, develops, and supports implementation of new programs that will serve to enhance the overall effectiveness and financial strength of the College;
7. Formulates and strategizes, along with the other appropriate administrators and areas of the College, the educational policy of the College. This includes development of new policies and major revisions of academic procedures;
8. Responsible for Title IX compliance in matters related to academic programming;

9. Leads a transparent and forward-looking budgeting process for Academic Affairs that projects clear outcomes for expenditures, and evaluates achievements in the context of cost effectiveness;
10. Directs the administration of the collegial review process;
11. Attends meetings of the Governing Board serving as the primary liaison on Academic Affairs;
12. Develops existing programs, analyzes outcomes, recommending present and future needs, and devising new academic programs to enhance the College's educational mission;
13. Recommends full-time appointments to the faculty to the Chancellor after appropriate consultation with the academic Deans and departments;
14. Supervises the preparation of budget requests and administers or delegates administration of the approved academic and faculty development budgets for the area;
15. Participates in the planning and budgeting of Academic Affairs for the College as designated by the Chancellor;
16. Supervises the Vice Chancellor for Academic Excellence, Assistant Vice Chancellor for Student Learning, Executive Director of Diversity, Equity and inclusion and the Executive Director for Faculty Affairs and Development.
17. Performs all other duties and responsibilities as assigned or directed by the Chancellor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of internal and external customer service principles and practices
4. Knowledge and application of organizational and time management principles
5. Knowledge of business management and fiscal practices
6. Knowledge of project management principles
7. Skill in effective communication (both written and oral)
8. Skill in analyzing data and drawing conclusions
9. Skill in independent decision making
10. Skill in organization, coordination and management
11. Skill in budget/resource management
12. Skill in people leadership and supervision
13. Skill in positive, productive and flexible customer service
14. Skill in problem solving
15. Skill in project management principles, processes, and techniques
16. Skill in performing a variety of duties, often changing from one task to another of a different nature
17. Ability to adapt and maintain professional composure in emergent and crisis situations
18. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
19. Ability to develop and maintain effective and positive working relationships

## Supervision:

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Doctorate from a regionally accredited institution in an academic or related discipline
  - Ten (10) years of related experience required
  - Post-secondary teaching experience and curriculum development and instructional leadership experience.
  - Six plus (6+) years of related experience with supervisory experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.

- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### **Special Conditions of Employment:**

- Pre-employment Background Check Required