

## **Executive Vice President and University Provost Position Description**

### **I. Position Summary**

The Executive Vice President and University Provost serves as the chief academic officer of the University, and as the second in overall authority. All Deans and support Vice Presidents report to the Executive Vice President/University Provost. The EVP/University Provost is a member of the Office of the President, which is the senior leadership team of the University.

Reports directly to the President.

### **II. Office of the President Responsibilities**

1. Serves as Acting President when the President is absent.
2. Advise the President on University policies, programs and operations.
3. Seek appropriately balanced input from multiple perspectives and constituencies in a collaborative and respectful manner.
4. Participate in team-based decision-making and support the decisions of the leadership team and the President.
5. Provide leadership in assessment and revision of the strategic plan.
6. Provide leadership across the institution in support and implementation of the strategic plan.
7. Establish University-wide measures of institutional effectiveness and monitor progress relative to specific annual and long-term goals.
8. Communicate results of institutional assessment to stakeholders, constituencies and the public.
9. Allocate University resources in a manner consistent with the goals of the strategic plan as approved by the President and the Board of Trustees.
10. Ensure that the University fosters diversity and equity.
11. Promote integration of programs and initiatives of the Belknap Campus and the Health Sciences Center.

12. Support an environment that recognizes excellence and promotes a positive atmosphere of achievement and pride for students, faculty and staff.

### **III. Principal Position Responsibilities**

1. Oversees and administers space planning process.
2. Provides leadership to all academic programs and Units and other University operations.
3. Leads assessment of the University strategic plan.
4. Promotes linkage and modification of academic programs to meet the evolving mission of the University, to align academic programs with the strategic plan of the University and to meet the needs of the students and faculty.
5. All academic programs and deans report to the EVP/Provost, as do Vice Presidents for Finance, Business Affairs, Information Technology, Student Affairs, and the Legal office.
6. Provides leadership to departments and offices responsible for following functions: diversity and equal opportunity, external academic affairs, faculty development, academic assessment, institutional research, international programs, undergraduate affairs, and others as assigned.
7. Provides leadership and guidance to all Deans to enhance effective operation, cost efficiency and high quality academic programs.
8. Works with all constituency groups to ensure that the academic programs of the University:
  - a. have achieved or are approaching high national ranking, or
  - b. are well placed with respect to the University's peer or aspirational benchmark group.
9. Works directly with the Faculty Senate to ensure effective communications with the *Office of the President*.
10. Ensure the operations of the unit fulfills the academic mission of the University.

Approved by the Board of Trustees 9/11/2003  
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