

## **Provost - Job Description**

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### **JOB SUMMARY**

The Regis University Provost serves as the chief academic officer for the University, including its three colleges, and provides academic leadership, guidance, resources, and bridges between the academic and student affairs units on campus to create an integrated student experience. As a strategic leader, the Provost guides in the academic direction of the University and fosters a cohesive leadership team across all academic units, admissions, enrollment management, and administrative support units that reflect the University's Jesuit, Catholic mission as an integral part of its overall intellectual commitment to teaching excellence and research. The Provost reports to the President, the University's chief executive officer, and serves as acting president in his/her absence. He/she is also a major spokesperson and advocate for the University's commitments to academic excellence, for those key humanistic principles that comprise the Catholic and Jesuit identity of the institution, for its vibrant community engagements and to its public purposes.

### **MAJOR DUTIES and RESPONSIBILITIES**

1. Academic Vision. Provides overall academic vision and direction to the university and serves as the chief advocate and leader for the University's academic mission; advances the University Jesuit, Catholic mission in curriculum, faculty development and other efforts; implements the long-range vision and strategic plan of the university for academic areas; promotes inclusive excellence in teaching, research, and academic grants.
2. University Leadership. Serves as senior advisor to the President, integrates academic priorities into the long-range vision and strategic plan of the University; represents the University in external matters that support the institution's public purposes; partners with University Advancement in the Comprehensive Campaign. Serves as Acting President in his/her absence. Serves on the President's Cabinet and President's Advisory Council (PAC); serves as liaison to the Mission/Academic/Student Affairs Committee of the Board of Trustees, and works in conjunction with the faculty governed Regis University Academic Council ("RUAC").
3. Academic Leadership. Develops a strong, cohesive leadership team for the Division of Academic Affairs and its diverse academic constituencies. Oversees and mentors the Academic Deans of the three colleges, the Dean of the Library, Academic Grants Office, Vice Provost for Diversity & Inclusion, Associate Provost, Enrollment Management (includes Admissions, Financial Aid, Academic Records and Registration) and academic administrative support staff.

4. Mission Leadership. Understands and embraces the Regis University mission. Engages the Ignatian spirituality that undergirds and propels Regis's mission, above all, the practice of Ignatian discernment. Actively promotes the University's Jesuit Catholic identity and mission with colleagues at all levels of the University.
5. Faculty Excellence. Advocates for and oversees an effective process of faculty recruitment, hiring, retention, evaluation, support and promotion. Ensures that the faculty receives the support necessary to carry out the University's academic purposes; works with the faculty to ensure an effective faculty voice in University governance. Collaborates with the Office of Mission in developing an effective orientation to the University's Jesuit, Catholic mission values and their implementation in faculty contributions to the University and its students.
6. Student Experience. Oversees effective programs to ensure student success from enrollment through graduation and beyond, including the Student Success Center and other initiatives of the University's Master Plan. Direct accountability for Enrollment Management. Develops and oversees effective experiential learning and community engagement opportunities for students. Collaborates with Student Affairs, Athletics, and other key University areas to promote retention and provide support services for an increasingly diverse student population in all three colleges of the University.
7. Accreditation and Assessment. Ensures successful continuance of regional and specialized accreditation for the University, including the peer review processes for Jesuit universities, through educational quality improvement initiatives and on-going assessment of student learning. Oversees and guides a culture of academic integrity, ethical behavior, data analysis, and the promotion of best practices.
8. Academic Budgeting and Resources. Establishes and oversees University academic priorities for budgeting, resource projections and analysis in support of the academic mission and priorities and in collaboration with the Offices for Financial Affairs. Partners with the Office of Advancement.
9. External Relations. Serves as the chief academic spokesperson for the University to major regional, national, and international professional and Jesuit university networks and represents the University in external matters that support the institution's public purposes.
10. Other. Performs related duties as necessary to support the Regis University mission and as assigned by the President.

## **MINIMUM REQUIREMENTS:**

### **Education:**

An earned doctorate in any academic discipline.

### **Experience:**

- Significant record of administrative and academic leadership in higher education.
- Demonstrated commitment to scholarship through publications and conference presentations.
- Demonstrated experience with institutional and/or academic program accreditation.

### **Skills:**

- Strong oral, writing, and presentation skills.
- A clear vision of the role of a twenty-first century university.
- Proven leadership, communication, budgetary, and management skills in complex organizations.
- Proven accomplishments requiring high levels of collaboration and conflict management.

### **Knowledge:**

- Extensive, current knowledge of American higher education in both traditional and non-traditional delivery formats, including virtual learning and other innovative learning models.
- Commitment to the Jesuit Catholic mission of higher education, including values of the liberal arts and Christian humanistic education for all students, as outlined in the document, [“Some Characteristics of Jesuit Colleges and Universities.”](#)