UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Vice Chancellor for Academic Affairs/Provost

Working Title: Vice Chancellor for Academic Affairs/Provost
Official Title: Vice Chancellor
Position Reports To: Chancellor
Appointment: 12-month Limited Appointment, 1.0 FTE
Office Location: Old Main 210

Position Summary:
The Vice Chancellor for Academic Affairs/Provost is the chief academic and operations officer of the university, is a member of the Chancellor’s cabinet, and reports directly to the Chancellor. The Vice Chancellor supports the university’s mission and core values, including equity, diversity, inclusion, and the liberal arts. The Vice Chancellor provides academic leadership for all of the university’s undergraduate and graduate programs. Functions reporting directly to the Vice Chancellor include: the Dean of Academic Affairs, the Distance Learning Center, the Center for Continuing Education, the Jim Dan Hill Library, the Center for Excellence in Teaching and Learning, the Center for Community Engaged Learning, the Office of Assessment, the Office of Institutional Effectiveness, four research centers and institutes, and all academic planning and accreditation responsibilities for the university.

The Vice Chancellor for Academic Affairs/Provost manages an academic affairs budget of $13.7 million and provides oversight for twelve academic departments, 102 faculty, and four research centers. The position:

- oversees development and implementation of campus strategic and academic plans
- serves as chairperson of the Strategic Planning Core Team
- coordinates the development and implementation of campus-wide goals and priorities
- oversees personnel matters for faculty and academic staff
- works with faculty and academic departments to develop curriculum
- works with governance groups, faculty, and department chairs to develop the academic plan and other initiatives
- fosters the development of academic affairs through data-based decision-making and creative problem-solving
- supports curricular and co-curricular connections
- fosters collaborations with other UW campuses
- oversees accreditation processes
- represents the campus at appropriate UW System meetings and in the community

Duties and Responsibilities:

- Manage the university’s academic affairs budget in consultation with Chancellor’s staff and other academic leaders
- Oversee personnel matters, including: faculty and academic staff hiring and evaluations; tenure and promotion recommendations; and salary recommendations
- Supervise curricular development and program review in all educational programs
- Promote a lively intellectual environment and engage with the international world of higher education
- Ensure compliance with applicable UW-System policies, State and Federal laws, and accrediting bodies
- Provide leadership for strategic planning, accreditation, program review, faculty and staff development, and diversity efforts on campus
• Supervise the Vice Chancellor for Academic Affairs (VCAA)/Provost’s staff, including: prioritizing and assigning work; conducting performance evaluations; ensuring staff members are trained; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary personnel recommendations and decisions
• Represent the university at a variety of meetings, conferences, public events, committees, policy-making bodies, and/or other related events
• In the absence of the Chancellor, serve as the chief administrative officer for the university
• Other duties as assigned

Knowledge, Skills, and Abilities:
• Excellent organizational and communication skills
• Demonstrated commitment to student access, success, and academic excellence
• Ability to provide clear, visionary, open-minded, and entrepreneurial leadership
• Financial acumen and demonstrated success helping to guide a complex organization through growth and change
• Experience in senior higher education administration, including fiscal and personnel responsibilities, strategic planning, accreditation, academic program review, and faculty and staff development
• Excellent interpersonal communication skills; proven ability to mediate and resolve conflicts, as well as collaborate and build partnerships across all areas of the university
• Strong understanding of current issues that confront higher education
• Excellent analytical and problem solving skills, including the ability to identify, consult, and resolve issues that impact institutional needs and priorities; experience in using data to make sound decisions for improvement
• Commitment to the values expressed in the UW-Superior mission statement: “The University of Wisconsin-Superior fosters intellectual growth and career preparation within a liberal arts tradition that emphasizes individual attention, embodies respect for diverse cultures and multiple voices, and engages the community and region.”
• High professional standards and a personal code of ethics characterized by honesty, integrity, transparency, and fairness

Minimum Qualifications:
• Significant higher education leadership experience in academic affairs
• Significant budget and academic personnel management experience
• A Master’s Degree from an accredited institution of higher education

Preferred Qualifications:
• An earned Doctorate degree from an accredited institution
• Record of teaching, scholarship, and service that merits appointment as a tenured full professor in a discipline offered by the institution
• Demonstrated commitment to equity, diversity and inclusivity
• Commitment to and experience with a shared governance model in higher education
• Previous experience as a VCAA/Provost or an Associate VCAA/Provost in academic administration
• Experience with online and alternative delivery education
• Knowledge of the University of Wisconsin System or another public university system