UNIVERSITY OF WISCONSIN-SUPERIOR
VICE CHANCELLOR ACADEMIC AFFAIRS/PROVOST
POSITION DESCRIPTION

Appointment Type: 12-month Limited Appointment, 1.0 FTE
Position Reports To: Chancellor

Position Summary:
The Vice Chancellor for Academic Affairs/Provost is the chief academic officer of the institution, 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 in all interactions. The Vice Chancellor provides academic leadership for all of the university’s undergraduate and graduate programs. Functions reporting directly to the Vice Chancellor include: Associate Vice Chancellor for Academic Affairs/Outreach, Assistant Vice Chancellor for Enrollment Management, Dean of Faculties, Library, Center for Excellence in Teaching and Learning, Office of International Programs, and the research centers and institutes.

Duties and Responsibilities:
1. Supervise curricular development and program review in both on- and off-campus educational programs.
2. Ensure the development of a lively intellectual environment on campus – one that invites engagement with the regional, state, national and international world of higher education and contemporary issues.
3. Supervise staff to include: 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 recommendations.
4. Prepare, review, interpret, and analyze a variety of complex and multi-faceted information, data, and reports; makes recommendations to Chancellor, governance groups and relevant others based on findings.
5. Formulates and interpret policies and procedures, ensuring compliance with applicable program, State, and Federal laws and established criteria.
6. Provide visionary leadership for strategic planning, accreditation, academic program review, faculty development, diversity efforts on campus, and resource acquisitions and allocations.
7. Facilitate individual and collaborative efforts for the recruitment, retention and matriculation of students.
8. Serve as a liaison with employees, students, and external organizations; representing the institution at a variety of meetings, public events, on committee, on policy-making bodies and/or other related events. In the absence of the Chancellor, serve as the chief administrative officer.
9. Understand a shared governance context for administrative decision-making.
10. Assist and support Research Centers and Institutes efforts to advance research and extramural funding for research centers and institutes.

Knowledge, Skills, and Abilities:
- Financial and budgetary knowledge and acumen.
- Ability to guide a complex organization through growth and change.
- Knowledge of and experience in higher education administration, including fiscal and personnel responsibilities, strategic planning, accreditation, academic program review and its consequences, and faculty development.
- Knowledge of and a strong understanding of current issues that confront American higher education.
- Knowledge of and a deep understanding of academic culture and a commitment to shared governance.
- Effective communication skills, with proven ability to foster collaborative efforts and building partnerships.
- Excellent analytical and problem solving skills, including the ability to identify, consult and resolve issues that impact institutional needs and priorities and experience in using data to make sound decisions and foster improvement.
- Ability to commit to and articulate a liberal arts philosophy of education for the 21st century and to encourage UW-Superior to think boldly, creatively, and transformatively, about scholarship, curriculum development, and community toward the development of the whole student.
- Ability to model and develop commitment across the University for inclusive excellence.
- Ability to foster a collaborative vision that draws from all elements of the institution.
- Ability to provide clear, visionary, and entrepreneurial leadership with operational details for campus-initiated endeavors and an approach that balances the big picture with the details.
• Ability to promote the highest level of professional standards and ethics that includes honesty, integrity, openness, and fairness.

Minimum Qualifications:
• Terminal degree required.
• Record of administrative leadership and experience in higher education.
• Record of teaching, scholarship, and service that merits appointment as a tenured full professor in a discipline offered by the institution