Position Title: **Provost/ Chief Academic Officer**

Department: **Academic Affairs**

Reports to: **Executive Vice President**

Classification/ FLSA Status: **Level I (Exempt Executive)**

Primary Function: The provost is a senior officer appointed by the president, to assist and support the executive vice president of the college in every reasonable way and serves as the college's Chief Academic Officer. The provost has general supervision of The Center for Innovation in Teaching and Learning, Accreditation, Compliance, The Learning Resource Center, the Center for Scholarly Activity, the Chiropractic Center/Clinics and Academic Affairs.

Key Responsibilities:

1. To serve as the chief academic officer responsible for the overall supervision of the teaching faculty and of the instructional program of the college

2. To develop and direct programs and initiatives that will result in a high-quality educational program and the success of the college's graduates, including scholarship, research and lifelong learning.

3. To serve as a key advisor to the president and the executive vice president.

4. To assist the executive vice president in every reasonable way with administrative duties, particularly as concerns the day-to-day operations of the college

5. To regularly and systematically evaluate the college's academic and clinical program

6. To supervise the development and improvement of academic programs and clinic services and research activity.

7. To prepare and submit the annual budget for the office of academic affairs and to oversee the preparation and submission of budgets for the departments under the provost's supervision

8. To submit, to the director of institutional effectiveness and accreditation, semi-annual assessment reports on how the departments under the provost's supervision are meeting their goals and objectives

9. To serve on the Administrative Council and the following committees: Academic Affairs, Facilities, Faculty Hiring, Information Technology, Institutional Effectiveness, Research, Admission, Student Affairs and the Strategic Planning Council

10. To ensure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975

11. To attract, develop and retain top-tier faculty who are desirous of continuous personal development and adding to the professional body of knowledge.

12. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel

13. Participate in the annual Lyceum program

14. To assume such other duties as may be assigned by the president or the executive vice president.

15. Commitment to the mission of Sherman College in any way correlated to the position

Basic Knowledge and Skills:

1. A strong understanding of, and a desire to incorporate the philosophy, science and art of straight chiropractic with clinical, primary care education standards

2. Strong interpersonal, oral, and written communication (including public speaking) and organizational skills

3. Advanced degree

4. Excellent verbal and written communication, interpersonal skills

5. Previous experience in higher education administration

6. Management and marketing skills

7. Leadership – a demonstrated ability to lead people and get results through others
8. Strong organizational and supervisory skills
9. Computer Skills: MS Office
10. Ability to travel
11. Strong understanding of, and commitment to, the progress of straight chiropractic and the mission of the college

Reporting to this position:

- Director of Learning Resources
- Dean of Basic Sciences
- Dean of Clinics
- Dean of Clinical Sciences
- Director of Academic Affairs
- Director of the Center for Scholarly Activity
- Accreditation Liaison
- Compliance Officer
- Registrar and Director of Academic Records
- Senior Director of the Center for Innovation in Teaching and Learning

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____