POSITION: The Assistant Provost for Academic Affairs (AP-AA) is a 1.0 FTE, 12-month appointment. The AP-AA is a key member of the Provost’s staff. The AP-AA reports to the Provost and is a member of the provost leadership team. This person will work closely and in partnership with the Provost, other Assistant/Associate Provosts and assistant vice presidents, deans, administrative staff, faculty, and staff from other units to solve short-term problems and make long-term strategic decisions that have a major influence on the direction of the university.

DUTIES AND RESPONSIBILITIES: The Assistant Provost for Academic Affairs (AP-AA) will manage short and long-term critical priorities, initiatives, and activities that relate to academic affairs operations. The AP-AA will represent the interests and priorities of the Office of the Provost through effective leadership, collaboration, and communication. This position is essential to ensuring that the Office of the Provost is responsive to the needs of our students, faculty, and schools/departments regarding academic matters.

The AP-AA will be responsible for an array of duties. Specific duties include but are not limited to:

- working closely with the provost on any task required for efficient functioning of the academic affairs;
- coordinating with other associate or assistant provosts on leading strategic initiatives;
- leading or advancing university-wide initiatives by creating implementation plans in a coordinated and strategic manner;
- overseeing strategic initiatives and processes and providing regular reports/updates on strategic initiatives and processes;
- recommending actions and providing advice to the provost on complicated, sensitive and confidential issues;
- addressing students’ academic problems brought to attention of provost;
- serving as a liaison between other university units and the Provost Office;
- providing review, coordination and communications related to sabbatical leaves, promotion and tenure and other faculty affairs processes;
- assisting the provost with faculty grievances;
- assisting the provost with student or parent grievances;
- preparing drafts of reports for the provost;
- providing oversight and direction of the interim and summer academic offerings.

MINIMUM QUALIFICATIONS:

- doctorate or terminal degree and a tenured associate or full professor at UNC;
- academic administrative experience as program director, chair, assistant dean or higher;
- experience working effectively with students, parents, faculty, chairs, deans and administrative support personnel on campus;
- a strong ethical sense that guides decision-making and interactions with others; a deep commitment to the academic mission of the University, a deep commitment to equity and inclusion; and an appreciation for academic excellence;
- demonstrated competencies in leadership, and the ability to work as part of a team to efficiently manage and complete a complicated portfolio of tasks.

A successful candidate will ideally combine these characteristics.

APPLICATION DEADLINE: May 8, 2017, or until filled          EFFECTIVE DATE: July 1, 2017

APPLICATION PROCEDURE: A complete application must include a letter of application addressing qualifications and a current curriculum vita. Your application will remain confidential until and if you are a finalist for the position. At that time, I will need the names and phone numbers for three references.

Send applications to: Valerie Kalos - Valerie.Kalos@unco.edu  Subject Line: application for Assistant Provost Position
For more information about the position, please contact Robbyn at robbyn.wacker@unco.edu or 970-351-1582