

Provost/Vice President of Academic Affairs: Dr. Lourdes Alvarez

Job Summary:

The Provost/Vice President for Academic Affairs (Provost) reports to and advises the President on matters of academic and student affairs policy, planning and development. As a member of the President's Council, the Provost represents the Divisions of Academic Affairs, Student Affairs and Athletics in decision-making capacity related to University policies and direction. The Provost works collaboratively with the President, the Vice President for Student Affairs, the Athletic Director, the Deans of the Schools/College, the Library Director, the Registrar, Assistant Vice Presidents, and Associate Vice Presidents to develop and implement a comprehensive academic and extracurricular program for faculty and learners, ensuring quality, innovation, collaboration, and service. The Provost is the chief academic administrator of the University responsible for academic and student life programs, budget oversight, representing OLLU to appropriate external bodies, and planning in accordance with the strategic initiatives of the university. The Provost sets the strategy, plans, designs, and develops academic administrative structures and support services in collaboration with all vested stakeholders.

Essential Functions of the Provost:

1. Provides strategic direction for academic affairs.
2. Works with the Vice President of Student Affairs and the Athletic Director to provide strategic direction for extracurricular offerings.
3. Provides general supervision of the curriculum and the faculty.
4. Provides direct supervision to the directors of academic affairs areas.
5. Promotes program development based on assessment.
6. Oversees faculty and academic staff evaluation and development activities.
7. Assures the employment of a diverse, quality faculty workforce to meet the needs of students in collaboration with deans.
8. Establishes priorities and plans for program development, faculty recruitment/orientation and development.
9. Formulates and oversees implementation of academic affairs policies in collaboration with University colleagues, faculty, and student constituencies as appropriate.
10. Actively fosters a campus climate that is welcoming and supportive of student learning.
11. Encourages open communication with and among campus constituencies.
12. Acts as a student advocate on issues, concerns, and problems related to academic affairs.
13. Interprets University policy as related to students, student groups, parents, faculty, faculty-student relationships, and academic affairs staff.
14. Develops, updates, and interprets academic affairs policies.
15. Serves on University and division committees.
16. Hires, trains, sets goals, and evaluates performance of direct reports.
17. Encourages teamwork and collaboration through staff meetings and workflow.
18. Assists the President in data collection and analysis and report generation, and initiates actions with other divisions in areas of academic affairs concerns.
19. Manages budget, planning, and operations.
20. Promotes grant development.
21. Promotes a strong academic shared governance process.
22. Responsible for all aspects of regional and specialized accreditation as it relates to academic programming.
23. Determines budgetary priorities and develop an annual budget for Academic Affairs division and administer budget once approved.
24. Under the direction of the President participates directly in various fund-raising initiatives.
25. As directed by the President, serves as a local spokesperson in behalf of the university and its mission.
26. Ensures the mission, vision, and core values are central in the operations of academic affairs.