Job Description

Executive Vice President and Provost

Overview:
The Executive Vice President and Provost is the chief academic officer for the university. The chief academician provides overall leadership and vision for the academic direction of the university within the broad context of its mission by understanding the future directions and best practices in higher education. The Executive Vice President and Provost is responsible for enhancing the University's intellectual climate, strengthening instruction and scholarship, fostering curricular innovation, recruiting and mentoring faculty, and promoting campus diversity.

Duties and Responsibilities:

- Provides leadership and direction to the Division of Academic Affairs for development and recommend for policies, planning guidance, and procedures for strategic planning and institutional effectiveness
- Provides leadership and direction to the Division of Academic Affairs for student outcomes assessment, program review, and university and programmatic accreditation processes
- Provides leadership and direction for the development and recommendations of a budget for the Division of Academic Affairs both for internal and external funding while maintaining the budget within defined management standards
- Leads multi-disciplinary departments and represent it effectively to the educational, business and non-profit constituencies
- Responsible for developing and maintaining working relationships with all the Divisions within the University to provide an environment that encourages the academic development of its students and their engagement as citizens
- Integrate academic and co-curricular offerings within a cohesive educational program
- Development of service oriented administration that guide and direct faculty and students with their academic regimen
- Enhance the viability of faculty through professional development opportunities
- Serves as the chief academic officer for all academic areas and academic functions of the University, including faculty, academic programs and academic support offices and activities of the undergraduate and graduate programs, schools and the library system.
- Creates the annual Operational Plan for the Division of Academic Affairs; oversees and guides the creation and implementation of annual operational plans for the Academic Affairs leadership team and provides leadership and direction in achieving priority institutional objectives for the division; evaluates progress toward goals and objectives.
• Supports enrollment management initiatives and innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment
• Leads and direct Deans to meet/exceed enrollment targets, retentions rates, and graduation rates for all Schools, and to ensure that mission driven academic and co-curricular objectives are achieved.
• Coordinate out-of-classroom learning, learning environments, and support services for students to create a dynamic living-learning experience emphasizing critical thinking and mission-focused leadership skills development.

Minimum Requirements:
• Earned terminal degree and has been a tenured professor, including record of distinction in teaching and research or creative activity.
• Experience in faculty recruitment, retention, promotion and tenure decisions and financial and budgetary management.
• Commitment to and knowledge of distance learning, alternative scheduling and planning to meet undergraduate, graduate and distance learning students’ needs.
• Demonstrated commitment to shared governance and strong working relationships with faculty.
• Demonstrated commitment to academic excellence, innovation, entrepreneurship and engaged community scholarship.

To Apply:
Email a cover letter of interest, curriculum vitae and list of three references that includes names and contact information to: jobs@fmuniv.edu
Please reference Executive Vice President and Provost in the subject line of your email.

Supplemental Information:
The employment process will consist of the completion of an application, background check, reference checks, and interview.

Review of application materials begins immediately and will continue until the position is filled.

Florida Memorial University is an Equal Employment Opportunity Employer.