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Dean and Provost Responsibilities

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Dean and Provost Responsibilities

Deans are currently undertaking Dean and Provost responsibilities

DEAN

Responsibilities include, but are not limited to:

- Coordinating the development of and implementing the college's Vision and Goals Statement;
- Leading college efforts toward achieving University goals;
- Leading and coordinating the governance of the college;
- Developing a college budget;
- Managing the fiscal affairs of the college;
- Leading, and coordinating college strategic planning and curriculum development;
- Overseeing program review and self-study process
- Oversight of program specific accreditation
- Supervising, evaluating, and supporting Departments/Centers in a manner that promotes excellence in instruction, scholarly and creative productivity. and service
- Overseeing the processes of faculty and staff hiring, selection, and retention;
- Coordinating the professional development of Faculty
- Evaluating Department Chairpersons, College Staff, and Faculty
Observing Faculty in accordance with P&T policy and procedures
- Reviewing, University, College, and Departmental/School policies, procedures, and recommendations for appointment, salary, retention, tenure, and/or promotion of faculty, and ensuring that all USNH, PSU, and HR policies are followed;
- Evaluating overall Departmental/School productivity in instruction, research, and service responsibilities;
- Providing recommendations to the Provost regarding sabbaticals and other leaves for faculty and staff;
- Advising the University Provost on University policies and procedures; and providing recommendations, especially in the academic areas;
- Managing non-faculty college staff members;
- Participating, supporting and encouraging fundraising in support of the college's goals and the goals of its departments and programs,
- Leading College outreach and public service efforts.
- Facilitation and development of Articulation agreements and 2+2 agreements in collaboration with Admissions
- Addressing personnel conflicts and grievances in accordance with policy and procedure
- Addressing Research Integrity conflicts in accordance with policy and procedure
- Approving and Distributing Graduate Assistantships
- Representing Administration in Union negotiations
- Responsible for facilitating globalization and diversity initiatives in the University.

PROVOST

The Vice President and Provost (Provost) is the chief academic officer of the, reporting directly to the President. The Provost is the Chief Academic Officer responsible for setting the academic vision and the intellectual tone of the University guiding decisions and providing a sense of common purpose, uniting all constituencies in support of the academic enterprise. A member of the Cabinet and the senior officer of the University after the President.

The Provost oversees the following: The Colleges and Departments; Lamson Library, Center for Transformation, Learning, and Leadership, Center for Environment, Center for Business and Community Partnerships, Enterprise Center, Center for Educational Partnerships and Educator Preparation, Office of Research and Sponsored Programs; Registrar, Institutional Research; Galleries and Museum; Silver Center; and Office of Global Engagement

Responsibilities include but are not limited to:

- Leading the University in its academic planning and in the setting of academic values, policies, and practices.
- Providing guidance to the deans of each college
- Undertaking evaluation of Deans, Directors, Administrative Staff, and Office of Academic Affairs Staff
- Oversight of Budgetary planning and management
 - Provides oversight and assigns budgets to the dean of each school, to the directors of centers and institutes in the University, and to the divisions within Academic Affairs.
 - Overseeing all divisional budgets - responsibility to ensure Academic Affairs division meets budget and Board parameters.
 - Represents the needs of Academic Affairs in budget planning
 - Participates in development of budget requests for academic and capital projects that are approved by President and forwarded to USNH BOT
 - Provide financial support for academic programs and initiatives as well as major equipment replacement (approx. \$500K annually)
 - Management of Provost's Research Fund
 - Management of Professional Development funds for Teaching Lecturers

- Reviewing all promotion and tenure applications and making recommendations to the President
- Approval of new appointments and reappointments of full and part time faculty
- Decision making for new faculty lines with final approval of Cabinet
- Leading establishment and review of promotion and tenure policies.
- Fostering and facilitating of globalization and diversity initiatives in the University.
- Providing oversight to the conduct of research and scholarship, and works to stimulate a high level of scholarly productivity on the campus.
- Providing leadership to the conduct of enrollment and financial aid for students, and being responsible for oversight of the quality and practices associated with undergraduate, graduate, and professional study at the University.
- Oversight of the administrative practices associated with enrollment, course offerings, course fees, and of the policies and values which guide these endeavors. Monitors course offerings, availability and class size and working with Chairs to ensure PSU meets student need in the most efficient and cost effective manner
- Leading Institutional Reporting, Assessment, Compliance, and Accreditation
 - Reporting- Responsible for responding to dozens of annual reports to external agencies such as the National Science Foundation, CUPA-HR, a Human resources survey, NHCUC Salary survey, US News and World Report, National Council on Teacher Quality (NCTCQ) and Right to Know requests.
 - Accreditation- Responsible for managing regional accreditation (NEASC)- 10-year and mid-cycle review (5 years), and an annual report, and additional reports as requested. For example, following the 2013 NEASC visit PSU is required to submit a report that covers 3 areas, due in 2016. Major institutional changes (Nursing, EdD, Online programs) require a Substantive Change

report to NEASC. All Academic specialized accreditations must also interface with the provost's office for approval before submission. All specialized accrediting bodies require a meeting with and the provost while on site visits.

- University System requirements- numerous reports from each of the campuses are required throughout the year.
- State and Federal compliance and reporting
- Approval of Sabbaticals
- Oversight for Faculty evaluation process and approval of salary increase recommendations
- Collaborating with University System and Community College System to facilitate Dual Admissions, Articulation agreements, and 2+2 agreements,
- Collaborate with department personnel and Human Resources in managing personnel issues and when necessary working with USNH legal Council
- Collaborates closely with President and VP of Advancement to provides Academic Affairs Engagement for Fundraising, Alumni Relations, Partnerships and Outreach, Service, And community relations.
- Serve as primary/lead PSU member of negotiating team for Teaching Lecturer (TL) and FTF Collective Bargaining Agreements
- Works closely with the University President and represents PSU Academic Affairs for the USNH System and Trustees
- Working with faculty on development of new academic programs. Pre-approval for development of new programs
- Approval for major curriculum changes
- Approval for course fees
- Decision-making for appeals in cases academic integrity
- Approval of Release and re-allocation for FT faculty
- Addressing appeals in regards to grievances and academic integrity, in accordance with policy and procedure
- Addressing personnel conflicts and complaints in accordance with policy and procedure
- Participating, supporting and encouraging fundraising in support of University goals and initiatives

Additional responsibilities and services of Office of Academic Affairs

- Coordinating with HR for the Management of Faculty contracts, letters of appointment, re-appointment, supplemental pay processing, stipends, and special contracts.
- Work closely with UG and GR administrative offices on policies, transfer articulation and other MOU's
- Managing appointments, assignments and payroll for UG teaching lecturers.
- Provision of institutional data reports
- Provision of P&T workshops for faculty and P&T Committee training for Committee Chairs
- Manage (schedule space, multimedia, plan menu and provide funding for food, etc. for) all events for faculty at start of year: Chairs Retreat, New Faculty Orientation, and University Days
- Oversight for A.A. website with important documents and policies for faculty
- Oversight for updating of faculty handbook and by-laws
- Providing administrative support for Faculty and Council of Chairs meetings (agendas and minutes)
- Tracking of P&T and sabbaticals
- Manages the faculty awards (Distinguished Teaching, Service, & Scholarship)
- Manages institutional accreditations, accreditation visits, and external reviews
- Manages faculty hiring process (faculty searches/travel reimbursements)