This exempt position classification and description of Provost replaces the Vice President of Academic and Student Affairs position title dated September 1, 2008; the Vice President of Academic Affairs and Dean of the College position title dated March 6, 1998; and the Vice President of Academic Affairs and Dean of the College position title established by Resolution No. 80-1990 dated March 19, 1990.

GENERAL SUMMARY:
The Provost has broad responsibilities for the planning, development and administration of the college’s educational programs and services. As Chief Academic Officer of the college, the Provost ensures the academic integrity of the college and supports innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment. As Chief Student Affairs Officer of the college, the Provost provides leadership, vision, direction and advocacy for a comprehensive array of student affairs, which support completion and students’ success in meeting their educational goals.

The Provost directs the work of the Academic and Student Affairs leadership team, which promotes the effective interrelationship between instructional services, student affairs and academic initiatives. The Provost consults with the members of the team on issues affecting the Academic and Student Affairs division of the college and works collaboratively to ensure that the college meets its enrollment management goals. S/he brings forward recommendations concerning college-wide cooperative ventures, communication and allocation of resources to the Cabinet and to the President.

The Provost oversees three areas:
- Instruction and Assessment
- Academic Initiatives
- Student Affairs

As a member of the President’s Cabinet, s/he participates in strategic planning, policy formulation, budgetary decisions and problem solving, and offers advice and counsel on the implications of institutional decisions on both the academic program and the student experience.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Serves as Chief Academic Officer and Chief Student Affairs Officer of the college; serves as Officer in Charge in the absence of the President.
2. Actively participates as a member of the President’s Cabinet and assists the President and other senior managers in achieving priority institutional objectives identified in the college’s Strategic Plan.
3. Creates the annual Operational Plan for the division of Academic and Student Affairs; oversees and guides the creation and implementation of annual operational plans for the Academic and Student Affairs leadership team and assists Associate Vice Presidents in achieving priority institutional objectives; evaluates progress toward goals and objectives.
4. Prepares the annual budget for the division of Academic and Student Affairs, in line with the college’s strategic priorities.
5. Ensures that the activities of Academic and Student Affairs meet the requirements of the College’s accrediting and licensing agencies.
6. Supports enrollment management initiatives and innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment.
7. Oversees the creation of a comprehensive, integrated retention plan, in cooperation with the Vice President of Enrollment Management and the Associate Vice President of Student Affairs
8. Oversees the systematic and routine assessment of all academic and student affairs programs and services to measure and plan continuous improvement
9. Ensures that the college offers an inclusive environment that celebrates and promotes understanding and respect within a diverse student body, staff and community
10. Annually reviews the program mix to ensure that academic programs that directly support the needs of the community are initiated and maintained
11. Supports mutually beneficial partnerships between the college and business/industry, not-for-profit organizations and other educational institutions, in cooperation with the Executive Director of Advancement
12. Serves as the primary contact for SUNY and local, state and federal agencies in matters pertaining to student affairs and the academic program.
13. In cooperation with the Academic and Student Affairs leadership team, formulates and proposes policies, subject to presidential and trustee approval as needed, concerning all facets of academic and student affairs
14. Provides leadership in the incorporation of instructional technologies to improve student learning
15. Maintains compliance with the terms of contracts with employee bargaining units; participates in the negotiating process by assisting in the formation of negotiating strategy, formulating proposals and counterproposals and advocating management’s position.
16. Works closely with other areas of the college to ensure that physical space is used effectively and efficiently
17. Maintains regular communication and working relationship with other areas of the college, keeping them informed of current activities and working with them to achieve institutional priorities
18. Upon the recommendation of the Associate Vice Presidents, reviews and provides final authorization for claim forms, travel requests, budget encumbrances, requests for temporary employees, equipment purchases, personal service agreements, etc.
19. Prepares an annual report on the activities of the Academic and Student Affairs area
20. Completes special assignments as requested

EDUCATION AND EXPERIENCE:
- Qualifications for appointment as a tenured full professor in an academic department at the college
- Doctoral degree preferred; Master’s degree required
- At least ten years’ demonstrated successful experience in progressively responsible teaching, administrative and educational leadership positions in a college setting; experience in a community college setting strongly preferred
- Demonstrated successful experience in strategic planning, fiscal management, resource allocation and personnel supervision

KNOWLEDGE, SKILLS AND ABILITIES:
1. Broad knowledge of the philosophy and mission of community colleges
2. Knowledge of curriculum design and its application to sound academic management
3. Ability and skill in the design and application of methods for the evaluation of faculty and staff
4. Ability to effectively communicate, verbally and in writing, complex ideas and recommendations
5. Ability to carry out the functions of leadership along a planned program of institutional direction
6. Ability to develop and administer a community college academic budget; ability to establish and monitor fiscal accountability within the areas of responsibility
7. Strong commitment to shared governance and a collegial environment
8. Demonstrated ability to work with faculty, staff, and students as well as community groups of diverse academic, socioeconomic, cultural and ethnic backgrounds
**DISCLAIMER:** The above statements are designed to indicate the general nature and level of work performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all duties, responsibilities, skills, and qualifications required of personnel so classified.