



# LIM College

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Provost</b>	<b>DEPARTMENT:</b>	<b>Academic Affairs</b>
<b>CLASSIFICATION:</b>	Staff	<b>APPROVED BY:</b>	
<b>INCUMBENT:</b>	vacant	<b>DATE APPROVED:</b>	
<b>FLSA STATUS:</b>	Exempt	<b>FT/PT:</b>	Full Time

## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	<b>President</b>
<b>POSITION SUPERVISED BY:</b>	President
<b>POSITIONS SUPERVISED:</b>	Vice President for Academic Affairs (VPAA), Dean of Online Learning and Instructional Technology (DOLIT), Vice President for Planning and Assessment(VPPA)

## POSITION PURPOSE

Reporting to the President, the Provost is the Chief Academic Officer with supervision over the Academic Affairs unit, which includes the VPAA, the DOLIT and the VPPA. In collaboration with the VPAA the Provost works to develop and articulate a clear vision for LIM College’s academic future direction that is consistent with the College’s strategic direction; to establish and sustain the highest standards of academic excellence in teaching, all curricular, and academic co-curricular activities; to collaborate with the Vice President for Administration/ Chief Accountability Officer in the coordination of comprehensive extra-curricular programs of broad interest to undergraduate and graduate students; to provide collegial leadership to all members of the Academic Affairs team, from the faculty to the academic support staff; to serve as mentor to junior administrators and faculty; to lead high level discussions about the future use of academic technology, shifting pedagogical models, and the general discourse on academic excellence.

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Provide direct supervision and leadership to the Vice President for Academic Affairs, Vice President for Planning and Assessment and Dean of Online Learning and Instructional Technology.

- Serve as the chief advisor to the President on matters related to curriculum, faculty, attainment of academic excellence and teaching excellence.
- Lead the formation of new degree programs for both online and on-ground delivery; identify other opportunities to provide educational programming to a variety of industry-related constituencies.
- Working with the VPPA, Department Chairs and the EECM team to ensure alignment of curriculum meets the industry needs for 21<sup>st</sup> century skills
- Collaborate with the VPAA and the Vice President for Administration/Chief Accountability Officer in the formation of new or enhanced study/internship abroad opportunities for LIM College's undergraduate and graduate students; explore unique opportunities to establish joint ventures with foreign academic institutions, professional organizations, and employers abroad.
- In collaboration with the President and Executive Vice President, Finance and Operations, Treasurer leads the VPPA in inclusive college wide strategic planning and institutional assessment efforts. Directing these efforts towards the College's commitment to continuous improvement
- Provides overall strategic vision and leadership to the VPAA and Assistant Vice President for Experiential Education & Career Management for the career development and experiential education of the College's undergraduate and graduate students (both brick-and-mortar and fully online), including the development and modification of experiential curricula.
- In collaboration with the appropriate departments, support and help develop academic co-curricular activities
- Lead the Academic Affair Council, which will serve as the principal forum for information sharing and policy development across all departments that fall broadly within Academic Affairs
- Provide leadership and direction for those areas of the strategic plan that fall within the Provost's purview
- Collaborate with the VP for Planning and Assessment in developing and executing a results-oriented system of undergraduate and graduate student learning outcomes and Institutional assessment
- Establish a culture of excellence in teaching and learning, through professional development, setting of expectations and accountabilities, and leading by example
- Collaborate with the Vice President for Administration/ Chief Accountability Officer and other colleagues from Student Affairs and Student Life to create meaningful extracurricular activities for both undergraduate and graduate students
- In support of the College's mission, vision, and strategic goals work with Dean of Online Learning and Instructional Technology to formulate a long-term strategy for the purposeful integration of technology both current and future, into all aspects of the College's expanding curriculum and to develop a system of professional development for faculty in the use of technology as a tool for teaching and learn
- Oversee the development of and management of the annual operating budgets for those departments that fall within the Academic Affairs unit
- Maintain one's own professional development through appropriate development opportunities
- Serve as an advocate for students and their success at LIM and beyond
- Serve as a member of the President's Cabinet
- Participate in appropriate campus-wide events
- Lead with transparency, integrity, collegiality, and a sense of humor
- Perform other duties assigned by the President, President's designee and/or any Executive Team member

## **PERFORMANCE MEASUREMENTS**

- The efficient and effective functioning of each unit within the Provost's purview
- Measurable excellence in teaching and learning, as well as a demonstrable commitment to maintaining a productive relationship with student affairs
- Improved retention and persistence rates

- Measurable progress towards reaching goals set out in the strategic plan that relate to the Academic Affairs unit
- Manage Academic Affairs budget to achieve savings without compromising the quality of an LIM education
- The public image of LIM, its programs, students, faculty, and alumni\ea
- LIM’s position in national rankings, where necessary
- LIM’s position as a thought leader in the Business of Fashion
- The performance and professional growth of personnel who report to the Provost.
- Development and implementation of new academic programs with eye towards increased revenue generation
- The number, quality, and productivity of professional partnerships, joint ventures, and collaborations with industry and other academic institutions in the US and abroad

## QUALIFICATIONS

<b>EDUCATION/CERTIFICATION:</b>	<ul style="list-style-type: none"> <li>• Earned doctorate or appropriate terminal degree from a regionally accredited institution in a discipline taught at the College</li> </ul>
<b>REQUIRED KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Demonstrable skill in each area of the Provost’s portfolio, as described under “essential functions and basic duties”</li> </ul>
<b>EXPERIENCE REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Ten years of progressively greater levels of responsibility in a higher education setting at the level of dean or higher</li> <li>• Teaching experience and scholarly production sufficient to merit a full time position on the faculty</li> </ul>
<b>SKILLS/ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Proven ability to think and act strategically</li> <li>• Ability to manage multiple complex tasks simultaneously</li> <li>• Demonstrable experience in strategic planning, budget management</li> <li>• A willingness to take measured risk in the interest of advancing institutional vision</li> <li>• Ability to translate a vision into planning and goal-setting, and the ability to build consensus around that vision and to articulate it to a wide variety of institutional stakeholders</li> <li>• A thorough understanding of the American higher education landscape, particularly as it relates to the challenges facing the proprietary sector</li> <li>• Ability to lead by consensus, but able to make, when necessary, difficult or unpopular decisions</li> <li>• Demonstrable ability to lead senior managers with transparency and collegiality</li> <li>• Demonstrable commitment and dedication to student success</li> <li>• Superior written and oral communication skills</li> <li>• Exceptional interpersonal skills</li> <li>• An unwavering commitment to the ideals and values of LIM College</li> </ul>

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## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the College.*

*Job descriptions are not intended as and do not create employment contracts. The College maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*