

University of Houston – Clear Lake Position Description

Job Title: **Senior Vice President, Academic Affairs/Provost**

Job Code: **0410**

Pay Grade: **999** FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D. or other terminal degree.	
Experience	A distinguished record sufficient to warrant appointment in one of the four schools at the rank of full professor; and at least three years of successful leadership in a position at or above the level of Dean or Associate Vice President.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Senior Vice President for Academic Affairs and Provost reports to the President and oversees the academic component of the university including the Schools of Business; Education; Human Sciences and Humanities; and Science and Computer Engineering; the library; sponsored programs; admissions and academic records; distance education; student services; international initiatives; and the Environmental Institute of Houston. The individual also represents UHCL in discussions of academic initiatives at UHS.

Duties and responsibilities	% Time
Oversees the academic component of the university including the Schools of Business; Education; Human Sciences and Humanities; and Science and Computer Engineering; the library; sponsored programs; admissions and academic records; distance education; student services; international initiatives; and the Environmental Institute of Houston.	50
Represents UHCL in discussions of academic initiatives at UHS.	25
Leading and facilitating excellence in teaching, research and service to the university, community and profession; serving the needs of a diverse student body, including adult learners; working in a shared governance environment including faculty, staff and students; establishing partnerships with business, government and educational institutions; and supporting equal opportunity and affirmative action.	25

This position description describes the general qualifications, duties and responsibilities of work being performed.