

JOB INFORMATION

Effective Date	3/19/2024
Job Code:	0410
Job Title:	Senior VP & Provost - Academic Affairs
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	E3 - Senior Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Affairs
Job Summary	Reporting to the President, the Provost is the chief academic officer of the University and is responsible for providing the leadership and vision necessary for setting strategic, academic, programmatic and operational directions. The position will require a Provost of considerable experience and skill.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Doctoral Degree	Must have a terminal degree and have knowledge/experience in teaching and research, as well as current trends in education.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	A track record of 7 – 10 years of progressively responsible administrative leadership, preferably in higher education and/or related field, with a minimum of three years in current role, combined with a collegial and transparent leadership style is expected.	Required	
Considerable	The Provost will have credentials to be appointed as a professor with tenure.	Required	
Less than 3 yrs	Successful candidates will have demonstrated success with diversity initiatives or programs for students, faculty, and staff sub-groups; will have completed program review and/or regional or specialty accreditation process; and will have played an active role in institutional planning and/or strategic enrollment management planning.	Required	
Less than 3 yrs	The Provost of UHCL will be a proven collaborative and entrepreneurial leader and a successful manager of people and programs.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Must possess a distinguished record of leadership while also demonstrating a commitment to teaching/learning, scholarship and service. 	Proficient
<ul style="list-style-type: none"> The successful candidate must embrace excellence and integrity and exhibit the leadership abilities required to achieve the University's vision. 	Proficient
<ul style="list-style-type: none"> Candidates should have an understanding of and commitment to the centrality of student success, traditional academic values of shared governance, and the inextricable link between teaching and scholarship. 	Proficient

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
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PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	Domestic Travel