



**TITLE: Provost**

**FLSA Classification: Exempt**

**Reports to: President**

**Call status: Called**

**Developed: May 2024**

### **GENERAL FUNCTION**

The Provost is the Chief Academic Officer of the College and provides primary administrative leadership, direction, and evaluation for faculty affairs. The Provost reports to the President and supervises deans and certain academic and non-academic administrators and professional and support staff. The Provost is a President's Cabinet and Operations Committee member. Works in collaboration with the various members of both bodies to carry out the academic, operational, financial, advancement, and student life affairs for the College. Displays a strong Lutheran Christian worldview and ministry mindset by instilling a sense of Christian mission/vision/values and servant leadership in academics. Leads through strong personal integrity in carrying out all the duties of the role. Along with the President, provides institutional vision and governance by building trust among all constituencies of the College. Serves as a change agent by driving continuous improvement of academic offerings and processes.

The Provost oversees centers, offices, and operations as assigned by the President, including:

- College of Professional Studies
- College of Arts and Sciences
- College of Health Sciences
- Office of the Registrar
- Office of Student Success
- Advising
- Academic Cabinet
- Library
- Institutional Research
- Instructional Technology
- Faculty Affairs
- Program Review, Approval, and Accreditations
- Heads Operations Committee of the College
- Liaison to Academic Committee of the Board of Regents



## **MINIMUM ACCEPTABLE QUALIFICATIONS**

### **Education**

**An earned terminal degree is required.**

**Must be a male member in good standing of the Wisconsin Evangelical Lutheran Synod or the Evangelical Lutheran Synod or other church body in fellowship with these entities.**

### **Experience**

**Academic credentials consistent with the rank of professor, as demonstrated by a distinguished record of teaching, scholarly publications, and/or creative accomplishments that exhibit a commitment to academic excellence are required. A history of progressively responsible, successful experience as an academic administrator at the Dean level or above involving both graduate and undergraduate programs, including responsibility for budget, personnel recruitment, and evaluation is required. Experience in strategic planning, assessment of program effectiveness, and development of policy to enhance academic units within the College and with national accrediting bodies is required. A demonstrated commitment to the promotion of cultural diversity is required.**

### **Skills**

**An appreciation of shared governance and evidence of strong abilities to work effectively and collaboratively with College administration, faculty, students, staff, and other constituent groups and partners, both within and outside the College is required. Demonstrates strong oral and written communication skills along with excellent interpersonal skills. An understanding of emerging technologies and the effective application of instructional technologies to enhance student learning is required. An understanding of contemporary issues in higher education is required. Demonstrated commitment to ongoing professional development of faculty and academic administrators is required. Demonstrates knowledge of, respect for, and skills to engage with those of other cultures or backgrounds.**



## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1. In partnership with the President’s Cabinet members, fosters intellectual growth, student learning, and scholarly and creative activities by providing academic strategic planning, administrative leadership, direction, and evaluation for all academic activities and faculty affairs at the College. Ability to advance multidisciplinary scholarship, and provide leadership and guidance on cultural diversity initiatives for faculty, staff, and students.**
- 2. Ensures an active and expanding dialogue with external constituencies by encouraging partnerships with constituents and public organizations outside of the college. Engages in effective College advancement (including alumni affairs, fundraising, and advocacy on behalf of the institution), and facilitates the public affairs mission of the college.**
- 3. Implements the strategic academic vision by initiating faculty appointments through the call system of the Wisconsin Evangelical Lutheran Synod. Recommends all promotion decisions to the President. Works closely with the President’s Cabinet in implementing and evaluating major academic, student support, recruitment, retention, enrollment management, and research initiatives of the college. Collaborates with the Vice President for Student Life in addressing the educational support needs and extra-curricular priorities for students. Works with the other Vice Presidents and senior leadership of the college in coordinating and overseeing the overall mission of the College.**
- 4. Supports a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.**
- 5. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues and pertinent associations, attending professional development courses, and attending training and/or courses as required.**
- 6. Contributes to the overall success of the College by performing all other duties as needed.**