DESCRIPTION OF POSITION

GALLAUDET UNIVERSITY

Provost

POSITION TITLE

President

POSITION #

January 2007

TITLE OF IMMEDIATE SUPERVISOR

DATE APPROVED

Office of the Provost

DEPARTMENT #

6080

INCUMBENT

DEPARTMENT

Exempt

A

EEO CLASS

FLSA

SUMMARY:

Serves as the academic leader of the University; primary focus must always be the students and the faculty; responsible for leading and supporting the faculty in their development of a curriculum of excellence and a dynamic environment for a learning community engaged in scholarly inquiry that addresses students' diverse needs; committed to promoting the highest levels of student engagement and supports faculty work that increases student engagement; serves as the chief academic officer and provides overall leadership and direction to the division of Academic Affairs, including the College for Liberal Arts, Sciences and Technologies, Graduate School and Professional Programs and Student Affairs.

PRINCIPAL ACCOUNTABILITIES:

I. Provides leadership and vision to program administrators and to faculty and staff; establishes major overall objectives and long-range plans for the division that reflect best practices in the education of deaf individuals and support the mission of the University.

II. Works with the Deans and other Academic Affairs unit administrators to support curriculum and program development, advance teaching and learning, promote research and other scholarly activity, and provide overall academic leadership to the University.

III. Serves as a member of the President's Council and works collaboratively with Council members in conceptualizing, developing, and carrying out major institutional initiatives and strategic plans; serves as the spokesperson on the Council for the division of Academic Affairs.

IV. Represents the interests and accomplishments of the division of Academic Affairs to the Board of Trustees; responds to questions or concerns of Board members.

V. Participates in the development and oversight of an institutional research agenda that enables the University to respond to ever-changing demographics and student characteristics and needs; remains abreast of issues and
trends in education and uses this information to chart new directions for programs and services at all levels.

VI. Reviews and approves all academic programs, curricula and student life programs and services; assures that all programming efforts are geared toward student retention and the attainment of academic excellence.

VII. Supports the advancement of technology, particularly in the areas of on-line instruction, student administration, and information sharing.

VIII. Works closely with the Deans and faculty in the spirit of shared governance and fosters an environment in which academic freedom thrives; attends and/or collaborates with Faculty committees as appropriate; works with the faculty to develop and improve the Faculty Guidelines.

IX. Establishes appropriate levels of accountability for Senior Administrators; reviews performance and determines personnel actions.

X. Provides for the effective implementation and administration of the Faculty Guidelines and the Administration and Operations Manual and staff policies and procedures.

XI. Supports and participates in the University's fund raising efforts.

XII. Plans and adminsters a balanced budget; provides assistance to the President in the preparation and defense of annual Federal budget requests; manages staffing levels to assure that they reflect enrollment and other appropriate considerations.

XIII. Promotes cross-division collaboration throughout the University in order to utilize resources more effectively and increase inter- and cross-disciplinary curricula and scholarship.

XIV. Represents the University in professional organizations and associations.

XV. Performs other related duties, as assigned.

SPECIFICATIONS:

Earned doctorate and a record of scholarship and service commensurate with the position. Minimum of five years of successful experience in educational administration. Substantial teaching experience in higher education. Demonstrated evidence of successful organizational, management and communication skills, sound judgment, and the ability to work as part of a leadership team with a commitment to shared governance. Knowledge of educational practices and trends at all levels. Knowledge of deafness and of the unique educational needs of deaf people. Demonstrated understanding of diversity issues. Fluency in American Sign Language required.