Call for Applications
Applications are invited from tenured members of the Allegheny faculty for Associate Provost. The Associate Provost is a full-time 12-month (renewable) administrative four-year appointment that provides leadership support to the Provost on academic program and curriculum management and institutional assessment and accreditation to advance institutional priorities. The Associate Provost is an active participant in decision-making processes in academic affairs, working with the Provost to direct, assess, and evaluate academic programs. The Associate Provost leads the FS program, works closely with the Registrar1, and collaborates with other offices to advance student success and retention initiatives. Professional development and administrative support will be provided.

ESSENTIAL FUNCTIONS

Academic Programs and Curriculum Management

- Work with the Provost on curriculum development and academic planning.
- Manage part-time faculty staffing and budget; work directly with department and program chairs on part-time staffing needs and allocations, in consultation with the Provost.
- Liaise between Registrar and department and program chairs for course scheduling and classroom assignments.
- Provide support for the Registrar with the implementation and administration of academic policies including oversight of responding to student (and parent) requests and grievances.
- Provide administrative oversight for the FS program, including supervision and support of the FS leadership team, FS allotments to departments/programs (in coordination with the Registrar), FS faculty development (in coordination with the FS leadership team and the Director of Faculty Development), and managing the FS program budget.

Assessment & Accreditation

- Serve as a co-chair of the steering committee for Middle States accreditation, working closely with the President and the Provost to design the self-study process around strategic priorities; lead working groups to conduct the self-study; and prepare self-study reports.
- Coordinate and track the schedule and process for department/program self-studies.
- Work with faculty, departments/programs (including FS program), and relevant governance committees on effective assessment of student learning to inform program review, curricular and faculty development, and institutional planning and decision-making.

Committee Membership

- Serve as ex officio member, representing the Provost, on the Curriculum Committee and Assessment Committee, integrating relevant essential functions into governance processes.
- Attend regular meetings of the Provost’s Council2.

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1 The Registrar will continue to report to the Provost.
2 Provost’s Council will include the administrative reports to the Provost (Directors, Deans, VPs) and will usually meet on a weekly or bi-weekly basis when classes are in session with less frequent meetings during winter and summer breaks.
OTHER FUNCTIONS (will vary depending on commitments with essential functions)

- Collaborate with the Provost and other offices to provide administrative oversight on special academic/curricular projects, institutional grant proposals, and related initiatives.
- Represent the College by presenting at and attending national venues in higher education.

QUALIFICATIONS

- Tenured faculty appointment.
- Evidence of excellence in teaching and scholarship.
- Record of demonstrated leadership.
- Commitment to diversity in its many forms and an appreciation of the value of diversity within a liberal arts learning community.
- Innovative, collaborative, and detail-oriented.
- Outstanding communication skills in writing, speaking, and listening.
- Evidence of successful project and/or budget management; or, evidence of adeptness with tracking and using quantitative and qualitative data.
- Knowledge of and/or clear willingness to learn College academic policies and Middle States accreditation processes.
- Discretion and confidentiality.

Support

The Associate Provost is a full-time, 12-month administrative appointment with no teaching responsibility; appointees will maintain their faculty status. The Associate Provost will have administrative support and professional development funding in support of the Associate Provost role in addition to regular faculty conference travel. The Provost will discuss with the appointee’s department/program chair potential staffing needs to accommodate the four-year appointment.

To Apply

Applicants should send a letter of interest that addresses the selection criteria and a current curriculum vitae (both as PDF) to Provost Ron Cole, at provost@allegheny.edu by February 1, 2021. Applicants should also communicate intent to their department/program chair (unless applicant is chair). Applications will be reviewed by Faculty Council, who will make recommendations to the Provost, who will then select a set of finalists. Finalists will meet with the Provost in early February to discuss their interest and qualifications and to learn more about the appointment. The Provost, in consultation with the President, will make the final selection and appointment by early March. Questions about the position should be directed to Provost Ron Cole at provost@allegheny.edu.