Associate Provost and Associate Vice President for Academic Affairs

9122

Staff

Exempt

Not Specified

Minimum Education Requirements:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s):
List name and level of certification(s)/license(s):

Position Details

Michael

McFrazier

901008931

Associate Provost and Associate Vice President for Academic Affairs

02525

9122

Staff

Exempt

Academic Affairs

A.I. Thomas Administration Building, Suite 212, Rm. 216

Provide effective leadership and high standards of professionalism

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Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)

Minimum Education Requirements:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities?

If yes, please describe:

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Preferred Experience Requirements:

From the dropdown list below, select which best fits the minimum length of time spent in performing similar work and acquiring the skills and knowledge to qualify for this position. (Not necessarily the years of the incumbent's experience, but the job-related experience.)

After starting the job, how much on-the-job training does it take to learn the job?

Type of on-the-job-training:

Required Computer/Software Skills:

Other Required Skills:

Verbal Skills:

Written Skills:

Computer Skills:

Department:

Creator:

Creator's Phone/Extension:

Creator's PVAMU Email:

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**Supervisor's Name:** E. Joahanne Thomas-Smith

**Supervisor's Title:** Provost and Senior Vice President for Academic Affairs

**Supervisor's Phone/Extension:** 936-261-2175

**Supervisor's PVAMU Email:** ejthomas-smith@pvamu.edu

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Anderson, Brenda
Anderson, Ella

**Request number:**
(Will be assigned upon first saving position)

**Job Duties**

**Percent of Duty Total:** 100

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Responsibility / Duty</th>
<th>Responsibility/Duty Type</th>
<th>Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Provide accurate, timely, and appropriate interpretation and monitoring of compliance with laws, policies, procedures, rules, guidelines, and practices applicable to personnel, programs, and services in units reporting to the Provost for Academic Affairs.</td>
<td>ESSENTIAL</td>
<td>Essential</td>
</tr>
<tr>
<td>20</td>
<td>Coordinate ongoing training, evaluation and assessment activities for academic affairs units (e.g., program reviews, customer service evaluations, distance learning program assessments, professional development initiatives, etc.) in support of continuous quality improvement.</td>
<td>ESSENTIAL</td>
<td>Essential</td>
</tr>
<tr>
<td>20</td>
<td>Implement the University's curriculum change process beginning with internal development and processing of substantive and non-substantive change requests and continuing through submissions to appropriate external entities.</td>
<td>ESSENTIAL</td>
<td>Essential</td>
</tr>
<tr>
<td>15</td>
<td>Propose changes in programs, procedures, rules, guidelines, and practices to increase effectiveness and reduce risks.</td>
<td>ESSENTIAL</td>
<td>Essential</td>
</tr>
<tr>
<td>10</td>
<td>Facilitate collection, storage, and interpretation of formation and coordinate preparation and submission of reports and other documents as assigned by the supervisor (e.g., catalog, program proposals, annual reports, planning documents, etc.)</td>
<td>ESSENTIAL</td>
<td>Essential</td>
</tr>
<tr>
<td>10</td>
<td>Represent the Office for Academic Affairs at internal and external events, as well as at councils, committees, meetings, etc.</td>
<td>ESSENTIAL</td>
<td>Essential</td>
</tr>
</tbody>
</table>

**Competencies & Relationships**

**Independent Judgment/Problem Solving:** Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.

**Impact of Decisions: Inside Department:** Major

**For this position, briefly describe examples of typical and key decisions:** Final approval authority on all academic affairs employee business travel, outside employment requests, professional...
that have impact within the department:

**Impact of Decisions: Outside Department:**

For this position, briefly describe examples of typical and key decisions that have impact outside the department:

**Impact of Decisions: Outside University**

For this position, briefly describe examples of your typical and key decisions that have impact outside the University:

**Leadership/Supervisory Responsibilities:**

What is the nature and degree of the direct supervisory responsibility in this position based on actual duties?

**Click Here** for definitions.

List number of students that directly report to this position:

2

List number of employees that directly report to this position:

3

List number of students that indirectly report to this position:

0

List number of employees that indirectly report to this position:

40+

Recruits, screens, and interviews candidates
Conducts training of others
Conducts performance appraisals
Recommends candidates for hire
Assigns tasks or responsibilities to others
Monitors work performance
Administers disciplinary action
Approves salary actions
Approves termination of employees

if this position supervises others, check the activities listed that are a part of this position’s supervisory responsibilities:

High-level contact with others in key positions. Contact usually involves several areas within the University and/or with community, government, business leaders, media and dignitaries. Typically handles highly sensitive and/or confidential information.

**Personal/Organizational Contacts:**

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, coworkers, and subordinates within the department.

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to
Customer Service Relationships:

- Establishes customer feedback system and holds self accountable for customer service excellence within the department.
- Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.
- Approving and updating the university catalog, degree and course inventory updates and budget allocations for academic and student support programs.

Work Complexity:

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:

Does this position have responsibility for budget, revenues, and/or expenditures?

Yes

If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process.

SECURITY SENSITIVE POSITION DETERMINATION

All university positions are classified as security sensitive and are subject to background checks.

FLSA

FAIR LABOR STANDARDS ACT EXEMPTION

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?

Yes

Is the employee paid at least $23,660 annually ($455 weekly)?

Yes

If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.

Executive (examples: chief executive officer, controller, vice president, director)

- Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise.
- Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).
- Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Administrative:

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Professional:

Computer-Related:

Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid $23,660 annually ($455 weekly).

Highly Compensated Employees

Working/Env Conditions

Working Conditions:

Briefly describe examples of the typical work environment:

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Position requires light physical activity.

Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:

Work activity is generally performed in individual offices. Outside visitor traffic varies from light to heavy. Frequent standing activities due to presentations and meetings. Walk frequently across campus to academic units and sitting to perform data entry. Occasional lifting of resource materials.

Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):

8:00 to 5:00 pm

Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. (All positions may require some evening and weekend hours.)

Meetings after hours on and off campus. Participation in student activities after regular work day.

Do the duties described in this questionnaire generally require travel outside the area?

Yes

If yes, please explain the purpose and the frequency of the travel:

Travel to participate in workshops, conferences, and meetings.

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment:

Computer 50%
Xerox 5%
Cisco IP Phone 10%

Justification for Position

This position is critical to providing effective leadership, vision, and long term planning for the Office of Academic Affairs and the University.
Budget Information

Dates of Employment - From: 09/01/2006
Dates of Employment - To: 08/31/2007
Ad Loc. Acct. No.: 110500
Funding Acct. Number(s): 110500
Funding Acct. Title(s): Academic Affairs
Employment Type: Regular F/T
Project Number: NA
(For grant funded positions only)
If Employment Type above is Grant-Funded, what is the duration in years of this position? NA
Number of hours worked per week: 40

Type of Position: A&P
Percent Effort by Employee: 100
Term: 12 months

Budget Comments:
(For Budget/OSP Office Only)
8/22/07-Position is budgeted.

OSP Comments:
(For OFC Only)
Account funding information required.

Comments

Department Head Comments

Dean Comments
05/04/2007: Position Description approved as Dean/Director by the Office of Human Resources due to no Dean/Director existing for this position. (js)

HR Comments:
04/03/13/2007: Position Description being approved as Dean/Director by the Office of Human Resources due to no Dean/Director existing for this position. Position reports directly to area VP. (js)

VPBA Comments:

VP Comments

Creator Comments:

Pre-Approver Comments:

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