View Update Position (Faculty) Summary

Current Title

Classification title: Provost and Senior Vice President for Academic Affairs

Title Code: 9104

Job Category: Staff

FLSA: Exempt

Minimum Salary (Applicant View):

Salary Range: Not Specified

Minimum Education Requirements:

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.

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

Position Details

Employee First Name: Emma

Employee Last Name: Thomas

Employee UIN: 501001721

Tenure Status: Tenured

Date of Hire: 00/00/0000

Classification title: Provost and Senior Vice President for Academic Affairs

PIN #: 01497

If PIN # does not exist, please type in NEW.

Title Code: 9104

Job Category: Staff

FLSA: Exempt

Minimum Salary (Applicant View):

Midpoint Salary:

Maximum Salary:
Salary (Applicant View): Commensurate with experience

Pay rate:

College/Division or Department: Academic Affairs

Pass message:

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail message:

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Location: As assigned

Primary Purpose of Position

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

Responsible for academic leadership in ensuring curricula, teaching and research of superior quality. Working with the university community on matters of general welfare of the University; diversifying and administering the academic budget, advising the President on plans, policies and operations; and representing the University in the President's absence.

Minimum Education Requirements:

Doctoral Degree or equivalent terminal degree

Minimum Education Requirements:

Doctorate Degree

Preferred Education Requirements:

Doctoral Degree or equivalent terminal degree

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

If yes, please describe:

Participation in professional association related to job responsibilities. Understanding of all other educational institutions and community groups as well as strengthening philanthropic and legislative support.

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.

5 years senior level academic and administrative leadership experience.

Qualify for appointment as a tenured full professor.

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,

7+ years
but the job-related experience.)
After starting the job, how much on-the-job training does it take to learn the job? 1 to 2 years

Type of on-the-job training:
Interacting with faculty and staff in all the academic units.
Interacting with student leaders and student organizations.
Understanding the research capability and potential. Interacting with executive leadership team. Interacting with system and legislative representatives.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Telephone Skills; Interpersonal skills; Exemplary academic credentials, including an outstanding record of scholarship.

Verbal Skills: Excellent
Written Skills: Excellent
Computer Skills: Excellent

Department: Presidents Office
Creator: Mary Smith
Creator's Phone/Extension: 2111
Creator's PVAMU Email: mesmith@pvamu.edu

Supervisor's Name: George C. Wright
Supervisor's Title: President
Supervisor's Phone/Extension: 2111
Supervisor's PVAMU Email: gcwright@pvamu.edu

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position) Hodge, Mary Lee
Smith, Mary

Department Comments:

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

Position Responsibilities

Percent of Duty Total: **100**

5 Records

<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>Hire, train, supervise and provide administrative leadership to staff in Academic Affairs, Financial Aid, Student Enrollment Services, and University College.</td>
<td>Essential</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide administrative leadership to all Colleges and Schools with the university and interact with deans, administrators and students in achieving academic goals.</td>
<td>Essential</td>
<td></td>
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<tr>
<td></td>
<td>Serve as a member of the President's Leadership Team. Consult with the</td>
<td></td>
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</tbody>
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President and Leadership Team regarding all academic issues and all issues related to accreditation of the academic programs, academic space, faculty development, and academic personnel.

Serve as a liaison for community outreach. Represent the university by working with local schools, community organizations and alumni in resolving academic and admission issues. Will represent the University in the President's absence.

Performs other duties as assigned. Will serve as the Accountable Property Officer for the Office of Academic Affairs and will perform all responsibilities as required.

Proficiencies & Affiliations

Please describe the Proficiencies and Affiliations required for this position. Please indicate the purpose and frequency for each affiliation listed:

SECURITY SENSITIVE POSITION DETERMINATION
All university positions are classified as security sensitive and are subject to background checks.

Occupational (Classroom/Laboratory) Conditions

Level 1:

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Level 2:

The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

Level 3:

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, e.g., working at great heights under extreme outdoor weather conditions, subject to possible physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Justification
The Provost and Senior Vice President for Academic Affairs is responsible for academic leadership in ensuring curricula, teaching, and research of superior quality; working with the Faculty on matters of general welfare of the University; diversifying and administering the academic budget, and advising the President on plans, policies and operations. The Provost oversees all aspects of the professional and academic accreditation of the academic programs, academic space, faculty development, academic personnel and the institution's student support services (recruitment, financial aid, and registrar).

Budget Information

Tenure/Tenure Track Faculty

Dates of Employment From: 09/01/1968
(Tenure Track faculty appointments do not have an ending date)

Non-tenure Faculty

Dates of Employment - From: 09/01/2006
Dates of Employment - To: 08/31/2100
Ad Loc. Acct. No.: 110100
Funding Acct. Number(s): 110500
Funding Acct. Title(s): Academic Affairs
Employment Type: Regular F/T
Project Number: n/a
(For grant funded positions only)
If Employment Type above is Grant-Funded, what is the duration in years of this position? n/a
Number of hours worked per week: 40
Percent Effort by Employee: 100
Budget Comments:
(For Budget/OSP Office Only)

Start-up Costs

Initial Year Courses

No Records Found

Other Responsibilities

Expertise:
Please list the area of expertise needed, in addition to that stated in the initial year.
Expectations may change for this position based on the need of the University
Research/Scholarly Activities:
Please give an indication of research and scholarly expectations/contributions. Please provide the anticipated research and scholarly activities for which the incumbent will be involved in this position.

Expectations may change for this position based on the need of the University

Service/Other Contributions:
Please provide examples of the anticipated service or other contributions in which the incumbent will be involved for this position.

Expectations may change for this position based on the need of the University

Comments

Department Head Comments

Dean Comments

HR Comments:

VP8A Comments:

Provost Comments

Creator Comments:

Pre-Approver Comments: