

# Sam Houston State University Human Resources

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## Staff Classification Description – Provost & Senior Vice President for Academic Affairs

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**Skill Category:** Executive/Administrative

**Position (Employee) Class:** 1M105 (E1)

**Grade:** NC

**Date:** 08/2023

**Department:** Office of the Provost

**Educational & Experience Requirement:** Doctorate or terminal degree. Sustained teaching and scholarly endeavors appropriate for the rank of Professor. Proven and substantive administrative experience with record of accomplishments as an administrator at the Dean level or above at a senior educational institution.

**Nature & Purpose of Position:** Chief academic officer of the University. Provides expertise and leadership in the development and operation of the Division of Academic Affairs in support of the university's mission.

**Supervision Given & Received:** Reports to the University President and oversees University administrative officials such as College Deans, Directors, or equivalent leaders in related areas.

**Primary Responsibilities:** Responsible for all areas pertaining to academic affairs programs. Represents the University in the President's absence. Makes commitments and decisions of a final nature limited only by law, University-wide regulations, and policies, including authority to formulate and revise policies dealing with varied and complex problems subject only to review by the President. Responsible for strategic planning, coordination, directing, and outcomes of all academic programs and other work, including Academic Affairs at SHSU.

Advocates for all academic programs and provides leadership to faculty and staff to ensure consistent quality standards in curriculum and delivery of programs to meet student needs. Responsible for the strategic planning and direction of Academic Affairs units with primary oversight of the teaching, research, library, online education and other service components of Academic Affairs and University-wide accreditation efforts (including the Southern Association of Colleges and Schools Commission on College and college/program accreditations) and sponsored research. In addition, oversees faculty recruitment, appointment and re-appointment, professional development, evaluation, salary administration, promotion, tenure, and grievances as well as recruiting and selection of department heads. Further, responsible for budgeting, division resources, academic facilities, and commencement. Performs other duties assigned by the President.

**Other Specifications:** Provides leadership within the division; works effectively with administration, faculty, staff, students, and outside contacts; and serves as the Chief Executive Officer for the University in the absence of the President. Duties require high-caliber coordination of programs to assure accomplishments of the complete goal or mission. Must possess the ability to communicate, obtain support, and work collaboratively with internal and external contacts, including top government officials and/or business executives, in advocating for SHSU activities and programs. Requires comprehensive knowledge of university structure, policies, rules, and procedures for a major university division.

This position is designated as a Campus Security Authority (CSA).

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**