

Sam Houston State University Human Resources

Staff Classification Description – Vice Provost

Skill Category: Executive/Administrative

Position (Employee) Class: 1M108 (E1)

Grade: NC

Date: 10/2022

Department: Office of the Provost

Educational & Experience Requirement: Doctorate in tenurable academic field. Demonstrated leadership and substantive experience as academic administrator at an accredited senior college or University.

Nature & Purpose of Position: Assumes delegated responsibilities in the performance of multifaceted duties and responsibilities in the planning and supervision of the ongoing academic interests of the University. Oversight for management of varied departments and services delivered under the Provost & Sr. Vice President for Academic Affairs. Provides oversight and management of budget for varied departments under the Provost & Sr. Vice President for Academic Affairs.

Supervision Given & Received: Reports to the Provost & Sr. Vice President for Academic Affairs. Administrative oversight for Executive Assistant, Associate Vice Provost, Dean of the Honors College, Director of the Smith-Hutson Program, Director of PACE, University Ombudsperson, Associate Director of Project Management, and serves as liaison and supervisor for the Executive Director of The Woodlands Center.

Primary Responsibilities: Assumes oversight of units reporting to the Vice Provost as well as units reporting to the Associate Vice Provost. Responsible for assisting in the resolution of student concerns when referred to the Office of the Provost & Sr. Vice President for Academic Affairs. Oversight of supervision and disbursement of academic scholarship funds provided to the Office of the Provost. Prepares justification for specific biennial budget request items pertaining to Academic Affairs. Serves as coordinator of and liaison to commencement planning committee. In coordination with the Provost & Sr. Vice President for Academic Affairs, creates and develops programming for faculty development. Responsible for the Academic Policy Manual and the writing/revision of academic policies. Responsible for development and preparation of certain reports for submission to external agencies. In the absence of the Provost & Sr. Vice President for Academic Affairs, acts on or recommends action in situations which require immediate attention, and which normally would require action by the Provost & Sr. Vice President for Academic Affairs. Presides at all divisional meetings and activities in the absence of the Provost & Sr. Vice President for Academic Affairs. Performs other related duties and responsibilities as assigned.

Other Specifications: Contacts: President, Vice Presidents, Academic Deans, Academic Department Chairs, Department Directors, Texas Higher Education Coordinating Board Staff, Texas State University System Counsel, counterparts at other educational institutions, and federal and state officials, as required. Liaison for North Harris County Community College District University Center. Committee assignments: Chair, Academic Scholarship Committee; Member, Academic Affairs Council; Member, Convocations Committee; Member, Council of Academic Deans; Chair, Council of Associate Academic Deans.

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.