

Associate Provost for Administration and Outreach Position Description

Job Description: The Associate Provost for Administration and Outreach position is a twelve month, 1.0 FTE appointment that reports to the Provost. This position is the point person in academic affairs for matters involving faculty, students, advising, and community colleges. The Associate Provost supervises the Registrar's Office, provides leadership for campus advising, and serves as the University liaison to the Kansas Board of Regents Transfer and Articulation Council. The Associate Provost is also a member of the Academic Affairs Planning Group and s/he represents the Provost in his absence.

Required Qualifications:

- Tenured Associate or Full Professor
- Ph.D. or terminal degree in the discipline
- Academic administration experience at the Departmental Chair or School Director level
- Demonstrated potential for building partnerships and collaborative initiatives across campus
- Excellent written and oral communication skills
- Successful experience with diverse populations

Preferred Qualifications:

- Demonstrated experience working with student disciplinary issues

Duties and Responsibilities:

- Supervise the Registrar's Office
- Oversee matters involving faculty to include:
 - Searches and appointments
 - Annual evaluations
 - Awards
 - Grievances
 - Sabbatical requests
- Respond to all student concerns and problems that rise to the level of the Provost's office
 - Represent the Provost's office on the University Behavioral Intervention Team
 - Administer the Student Court of Appeals
- Provide support and leadership for academic advising to include the Advisor Council
- Serve as the liaison and coordinate activities related to community colleges as they articulate with WSU
- Chair the Academic Operations Council
- Represent WSU on the Kansas Board of Regents' Transfer and Articulation Council
- Other duties as assigned

Justification:

- Due to administrative changes in the Office of the Provost within the last year, there was a need to hire an individual for this position in temporary/emergency hire status. In such cases, according to University policy, a search must be conducted within one year.

Application Procedure:

- Applicants must complete the online application form found on the "Internal Employment Opportunities at WSU" link in the HR channel on the Faculty/Staff tab in myWSU. The application deadline is December 15, 2011.
- Inquiries about the position may be directed to Rick Muma either by email at richard.muma@wichita.edu or telephone at 978-5761.