Delhi
STATE UNIVERSITY of NEW YORK

PROVOST AND VICE PRESIDENT FOR ACADEMIC PROGRAMS AND SERVICES

CAMPUS: Delhi

DEPARTMENT: Academic Programs and Services

BUDGET TITLE: Provost

SALARY GRADE: MP-1

CAMPUS TITLE: Provost and Vice President for Academic Programs and Services

POSITION RELATIONSHIPS:

Reports to: President

Supervises: Assistant Provost
            Academic Deans (3)
            Director of the Resnick Library
            Director, Career and Business Development
            Assistant for Institutional Research
            Grants Specialist
            Assessment Coordinator
            Registrar
            Chairs of Veterinary Science Technology and Business
            Departments
            Secretary 2

Works with: The Provost works closely with both academic and administrative areas of the College and with SUNY Delhi students.

External relationships:
            SUNY Provost
            Various SUNY offices
            Funding sources
            New York State Education Department
POSITION SUMMARY:

The Provost serves as the chief academic officer for SUNY Delhi. Reporting to the College President, the Provost provides leadership for academic programs, Institutional Research, Grants Development, Records and Registration, Career and Business Development, the Resnick Library and the Resnick Learning Center. The Provost is charged with envisioning, planning, developing and maintaining excellence in academic programs and services. A key member of the President’s cabinet, the Provost participates in the development and implementation of the College’s strategic plan, and works closely with both academic and administrative areas of the College.

POSITION DUTIES, RESPONSIBILITIES AND COMPETENCIES:

Specific Duties and Responsibilities Include:

- Leads the development of the college’s academic vision and establishes goals and objectives, including those required for SUNY Excels.
- Leads efforts to assess and enhance academic programs and services by promoting excellence in teaching, advisement and service.
- Maximizes available resources to create, maintain and promote an environment of academic excellence. Leads efforts to obtain grant funding to enhance programming, including High Needs, Innovative Instructional Technology Grants, Performance Improvement Program (PIP) funding.
- Oversees recruitment, development and retention of high quality faculty and academic staff.
- Enhances and encourages the use of technology in teaching and learning.
- Leads the development of new certificate, associate, and baccalaureate (and selected graduate) degree programs.
- Maintains and expands off-campus and on-line entrepreneurial academic programs.
- Champions and ensures compliance with SUNY initiatives such as seamless transfer and applied learning.
- Incorporates general education core requirements into the curriculum of all academic programs.
- Works closely with the Chief Diversity Officer to establish a vision and plan to infuse the principles of inclusion and equity into all aspects of the academic functions of the college.
- Actively supports the Strategic Enrollment Council (SEC) and champions efforts to increase enrollment, retention, and persistence to graduation.
- Strengthens academic advisement and develops programs for at-risk students.
- Provides oversight, policy making and leadership for assigned functions and staff members on a daily basis.
- Fosters community and industry partnerships to support academic programs.
• Maintains Middle States accreditation standards and those of individual academic program accreditors.
• Assures compliance with SED, SUNY and other governing standards and regulations.
• Works with Enrollment Services to increase selectivity in academic programs.
• Serves as chief administrative officer for the College in the President’s absence.
• Participates in the development of SUNY Delhi’s strategic vision, short and long range plans, goals and objectives.
• Responds to emergencies as needed, including after normal business hours.
• Seeks opportunities to increase efficiencies and conserve resources, including shared services, where possible.
• Assists the President with the development and implementation of various programs, campus initiatives, and community engagements.

Demonstrates competence in the following areas:

Organizational: Proven ability to work collaboratively with campus leaders, managers, faculty and staff in the design and provision of programs and services.

Leadership: Outstanding ability to lead an office and an institution within the focus of the position. Demonstrated ability as a visionary, charismatic leader.

Communications: An outstanding communicator who possesses skills in addressing, listening and responding to diverse groups including faculty, staff, students and external constituencies.

Diversity: A passionate supporter of diversity in the student body, faculty and operations.

Fiscal Management: Outstanding ability to plan and administer multiple budgets consistent with achieving organizational goals.

Human Resources Development: Fosters and supports the ongoing development of competent employees by providing orientation, training, performance coaching, mentoring, continuing education and professional development opportunities.

Staff Management: Provides leadership that encourages open communication about organizational goals/strategies and empowers employees to strive for their best level of performance.

Self Management: Demonstrates a commitment to high quality performance and self-development. Appropriately plans and prioritizes responsibilities and resources.

Functional Management: Ability to manage in a complex setting. A thorough understanding and commitment to both liberal arts and technical education.

Accountability: Manages academic programs and services within budget and in accordance with federal, state and SUNY regulations and accepted management
practices. Administers high quality academic programs and services consistent with College policies, SUNY, regulatory, regional and national standards.

Qualifications:

Education:

An earned doctorate from an accredited institution.

Experience:

Successful experience in both academic administration and teaching.

Skills:

Proven leadership skills and a strong management background. Outstanding communication skills. Experience with curriculum and faculty development. Entrepreneurial skills and a successful record of funding development and innovation.