



SPRING HILL COLLEGE

Position: Associate Provost for Academic Affairs

Summary Description: The Associate Provost for Academic Affairs assists the Provost in developing and implementing strategic initiatives within Academic Affairs and in completing the tasks necessary for the proper management of the College's academic programs and support services. This person will work directly with the College's eight academic divisions. Administrative functions will include but not be limited to leading program evaluation and development; supporting faculty evaluation, recruitment and retention; managing student-related concerns; contributing to the College's strategic plan; and performing other duties as assigned. This is a 12-month administrative position.

Essential Functions:

- Provide leadership and direction in maintaining the quality of all academic programs within the College's divisions: Business; Communication, Visual, & Performing Arts; Education; Languages and Literature; Nursing; Philosophy and Theology; Science and Mathematics; Social Sciences
- Serve as primary administrative contact for the Division Chairs, especially pertaining to administrative functions such as personnel management, course schedule development, and teaching load allocation
- Conduct annual performance evaluations of Division Chairs
- Serve on President's Advisory Committee
- Serve as primary administrative contact for Program Directors of the College's interdisciplinary programs, e.g. Honors Program, Gender Studies, Interdisciplinary Studies, Master's of Public Health
- Work with the divisions to use data in order to evaluate program sustainability, innovation, and development, including but not limited to analysis of program viability and staffing levels within each division
- Support the Provost's vision and strategic plan for Academic Affairs
- Serve as the Provost's designee to Faculty Assembly committees and ad hoc working groups
- Collaborate with the Provost and Division Chairs to review and refine academic processes and policies
- Collaborate with Division Chairs to develop annual goals and planning
- Manage process for marketing, scheduling, and evaluating summer programs
- Manage student requests for waivers, complaints, and grade appeals; manage academic dishonesty cases
- Represent Academic Affairs and the College to internal and external constituencies, as directed by the Provost
- Advocate for Spring Hill College's liberal arts tradition
- Engage in recruitment and retention efforts
- Collaborate with stakeholders across campus to ensure efficient and effective communication and problem-solving

Preferred Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job.

- Understanding of the traditions of Jesuit higher education and mission
- Commitment to diversity, equity, inclusion, and belonging in an educational context
- Broad understanding of trends in higher education and eagerness to stay current and pursue professional development opportunities
- Knowledge of liberal arts tradition and focus on innovating and/or strengthening major, minor, and graduate programs so they continue to serve the mission and be viable options for students
- Record of program evaluation, innovation, and development
- Demonstrated ability to work collaboratively with a variety of partners and to arrive at decisions in a timely manner
- Experience mentoring and evaluating faculty
- Experience managing budgets
- Ability to learn new technologies and find efficiencies in the governance of the College

Education & Experience: Earned doctoral or appropriate terminal degree from a regionally accredited university. A minimum of five years of progressive administrative experience, at the program director level or higher, in higher education.

To Apply: Spring Hill College, a Jesuit, Catholic liberal arts institution, invites applications for Associate Provost of Academic Affairs to start in Fall 2023. Interested applicants should submit (1) a letter of interest; (2) a curriculum vitae; and (3) a list of five references to LBarrett@shc.edu. Application review will begin immediately. Open until filled. SHC is an Equal Opportunity Employer.