POSITION ANNOUNCEMENT

**Vice Provost, Undergraduate Education**

The Vice Provost for Undergraduate Education oversees undergraduate education programs, including undergraduate international programs, and initiates instructional policies in the areas of Core Curriculum and the Honors Program for the University of Nevada, Reno (UNR). The position oversees the University’s curriculum approval processes and ensures that all instructional programs have periodic program reviews. The individual reports to and advises the Executive Vice President and Provost on the best use of resources to meet priority needs of undergraduate education. The Vice Provost is responsible for the development of clear and consistent instructional policies, implementation of the policies in academic units, and addressing issues related to instructional policies. As the institution’s representative and liaison with the State of Nevada K-16 schools and the academic representative to Student Services, the Vice Provost promotes the instructional mission of the institution. The position also serves as the institution’s accreditation liaison officer to the regional accrediting association.

See detailed job description attached.

**Preferred Experience and Credentials:** Administrative experience in curriculum development and involvement in undergraduate instruction; academic scholarship and teaching; leadership in departmental, college or university administration; service on university committees, faculty senate, chair of a departmental or college committee; academic rank of full professor.
ADMINISTRATIVE FACULTY JOB DESCRIPTION

APPROVED POSITION INFORMATION
(to be completed by HR)

Effective: March 27, 2018

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<th>Title</th>
<th>Comp Grade</th>
<th>JCC</th>
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<tr>
<td>Vice Provost, Undergraduate Education</td>
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<td>J001206</td>
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Essential Function: **Sedentary Work**

Description: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

1. **Summary Statement: State the major function(s) of the position, the role in the university, and the supervisor's title.** *(This section is used for advertisement of the position.)*

   The Vice Provost for Undergraduate Education oversees undergraduate education programs, including undergraduate international programs, and initiates instructional policies in the areas of Core Curriculum and the Honors Program for the University of Nevada, Reno (UNR). The position oversees the University's curriculum approval processes and ensures that all instructional programs have periodic program reviews. The individual reports to and advises the Executive Vice President and Provost on the best use of resources to meet priority needs of undergraduate education. The Vice Provost is responsible for the development of clear and consistent instructional policies, implementation of the policies in academic units, and addressing issues related to instructional policies. As the institution's representative and liaison with the State of Nevada K-16 schools and the academic representative to Student Services, the Vice Provost promotes the instructional mission of the institution. The position also serves as the institution’s accreditation liaison officer to the regional accrediting association.

   *Attach an organizational chart with positions, ranges, and names for the division.*

2. **List the major responsibilities, including percentage of time devoted to each. Provide enough detail to enable a person outside the department to understand the job (percentage first with heading and then bulleted information).** If line of progression, define for each range as above.

   **30% - Undergraduate Education Planning, Policies, and Program Review**
   - Initiates and oversees the general education and curriculum policies required of all undergraduate students
   - Advises UNR administration on priorities, planning, and policies necessary to maintain an up-to-date quality undergraduate curriculum
   - Oversight of general education programs including the Core Curriculum and the Composition and Curriculum in the Discipline Program. Participation on the Core Board and CCID steering committees
   - Develops clear and consistent policies related to undergraduate curriculum
• Coordinates UNR’s curriculum approval process including the New Program Preproposal Committee and the University’s Courses and Curriculum Committee
• Coordinates UNR’s academic program review process and activities by departments and programs
• Promotes and participates in meetings and activities of the colleges related to undergraduate retention
• Assists colleges/schools, departments, and other units with interpretation and implementation of policies related to undergraduate program quality and student success
• Responds to requests and questions regarding the university’s undergraduate curriculum and instructional policies from state government, NSHE, K-12, community colleges, and university administration
• Serves as the Provost Office liaison with various faculty committees that relate to undergraduate instruction including the Phi Kappa Phi Honor Society, and Golden Key Club
• Oversees college-based reporting of assessment activities that were developed and implemented by the colleges in response to accreditation requirements
• Oversees the activities of the Service Learning Office.
• Provides new faculty, instructor, and graduate student teaching assistant orientation information at the start of academic terms
• With the assistance of the Asst. Vice Provost for Undergraduate Academic Advising and Student Achievement, chairs the Retention, Recruitment, and Advising Council
• Member of the Enrollment Management Group
• Chairs periodic meetings of Associate Deans to review general policies and procedures (Associate Deans Group)
• Tracks enrollments in all university courses and negotiates emergency temporary instructional budget requests with colleges
• Participates in university assessment Core Theme Committees and oversees the tracking of mission fulfillment metrics in strategic planning and accreditation

10% - General Studies and Honors Program

Honors Program
• Provides direction to enhance and promote the Honors Program’s quality educational experiences for highly talented undergraduate students
• Collaborates with colleges and departments to develop dynamic Honors Programs and student academic recognition programs

General Studies Program
• Acts as the dean for the General Studies Program and other inter-college undergraduate interdisciplinary programs
• Reviews and approves all course substitution requests
• Approves thematic cluster proposals
• Submits changes/additions/deletions to program information appearing in the University catalog, online, or in program materials

30% - Liaison With Nevada System of Higher Education (NSHE), K-16, Community Colleges, Northwest Commission on Colleges and Universities (NWCCU)

• Serves as UNR’s liaison with K-16 on initiatives that promote the success of students at all levels of education
• Participates in meetings with administrators of K-12 schools, other higher education institutions in the region, and the local K-16 Education Alliance on topics and initiatives related to learning, education, and college success of students served by the University
• University Designee for the Board of Directors of the Education Alliance of Washoe County
• Attends CEO meetings of UNR/TMCC/WCSD upon request of the president
• Serves as the University’s representative on state-wide Nevada ACT committee
• Assists with the activities and meetings of the NSHE Academic Affairs Council as requested by the President and Provost
• Serves as one of the University’s representatives on the system-wide common course numbering committee
• Serves as the institution’s accreditation liaison officer (ALO) to Northwest Commission on Colleges and Universities
• Represents UNR at the WICHE Western Academic Leadership Forum

30% - Supervision and General Oversight
• Supervises the Assistant Vice Provost for Student Success and Achievement, the Assistant Vice Provost for Assessment and Accreditation, the Curriculum Specialist, the Directors of the Honors Program, the Core Curriculum, the University Tutoring Center, the University Math Center, the University Writing Center, the Office of Service Learning and Civic Engagement, the Composition and Communication in the Discipline Program, the University Testing Center, and the Intensive English Learning Center.
• Liaison with the University Studies Abroad Consortium (USAC) and represents UNR on the USAC board
• Promotes, reviews, and recommends USAC awards to UNR faculty
• Provost Office liaison with the International Activities Committee, the Service Learning Council, and the Hate and Bias Task Force
• Chair of the International Travel Committee, approval of all international student travel and reviews and approves faculty travel in coordination with Risk Management
• Reviews and approves all agreements for internships, service learning partnerships, community volunteerism, and international student exchange with partner institutions.
• Works with the above directors to identify and establish goals and priorities for their units
• Performs annual evaluations of the assistant vice provosts, curriculum specialists, and directors; reviews and approves evaluations of the professional staff within these offices
• Oversight of award programs including the Instructional Enhancement Grants, International Activity Grants, and the Henry Albert Service Award.
• Review and approve “Official University Absences” on behalf of the provost, including all NCAA related athletic competitions.
• Serve as administrator on call for immediate response to international emergencies involving UNR students and staff.

3. Minimum requirements of the position. Minimum requirements should be consistent with the Job Evaluation Model. If Line of Progression, minimum requirements must be defined for each range.

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<th>Education</th>
<th>Experience</th>
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<tr>
<td>Doctorate Degree</td>
<td>Three years of managerial and/or professional work experience.</td>
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Related Experience: as a tenured faculty member at the University.

Preferred Experience and Credentials: Administrative experience in curriculum development and involvement in undergraduate instruction; academic scholarship and teaching; leadership in departmental, college or university administration; service on university committees, faculty senate, chair of a departmental or college committee; and academic rank of full professor.

Certification and Licensure: None

Schedule or Travel Requirements: None
Optional Addendum: Describe the knowledge, skills, and abilities required to successful performance of this job (in bullet format).

Knowledge of:
- University undergraduate curriculum; University Core Curriculum
- Department, college, university, and NSHE curriculum approval process
- Data analysis utilizing computer applications
- Program review, development, and assessment

Skills:
- Organization and time management skills
- Coordination of multiple complex activities
- Analytical, problem-solving, and decision-making skills
- Exceptional verbal and written communication
- Service-oriented perspective
- Interpersonal and human relations skills
- Personnel management skills
- Detail oriented

Ability to:
- Work independently with ability to meet deadlines
- Partner with other academic leaders to achieve shared university goals
- Work in sensitive, confidential, interpersonal situations
- Understand and interpret formalized policies, guidelines, rules, and regulations
- Be fiscally conservative
- Be sensitive to disabilities and cultural and ethnic diversity issues