

Official Title: Vice Provost, Academic Affairs

Pay Schedule: AD-1701-09

PD# F0020

A. **Summary:** The Vice Provost, Academic Affairs, is responsible for oversight and coordination of NPS's graduate education and academic programs on behalf of the Provost and Academic Dean. The Vice Provost, Academic Affairs, provides educational strategy, academic policy, resourcing coordination, administrative oversight, operational coordination, program analysis, and education service support for NPS' graduate education and academic programs.

B. **Duties:** the Vice Provost, Academic Affairs

- Organizes, manages, budgets, and governs the Academic Affairs units to carry out the educational policies of the school.
- Promotes continuous improvement and assures the quality and relevance of NPS graduate education programs.
- Develops and coordinates academic policies and regulations.
- Develops and coordinates educational programs and curricula, and review of curricula requirements.
- Oversees the academic planning function.
- Provides functional expertise toward the development of NPS academic systems.
- Leads in the development of new academic programs; interacts with Department of Navy and Department of Defense communities with respect to education requirements.
- Leads the academic resource management process relating to the development of academic requirements, academic programming, development of the academic resource requirements, and coordination of sponsored education resourcing policy.
- Ensures operational excellence in the business, administrative and support areas that relate to Academic Affairs.
- Performs other duties commonly understood to be faculty duties, as required.

C. **Supervisory Duties:**

This position is supervisory and will provide both technical and administrative supervision to assigned employees. Administrative supervisory duties include most or nearly all of the following authorities and responsibilities: Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work; Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; Evaluate work performance of subordinates; Give advice, counsel, or instruction to employees on both work and administrative matters; Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions; Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; Identify developmental and training needs of employees, providing or arranging for needed development and training; Find ways to improve production or increase the quality of the work directed; Develop performance standards.

D. **Scope of duties:** Vice Provost, Academic Affairs, supervises the Academic Affairs supervisory staff to include Registrar/Admissions;; Programs Office; Academic Planning and Institutional Research; and all assigned resources. Provides guidance in the operations of student services, information resources, and administration of the school. The Vice Provost, Academic Affairs; provides significant external services to DoN activities, DoD activities, and professional organizations.

E. **Minimum Qualifications:**

- A doctoral degree in a discipline relevant to the university;
- Minimum three years' experience in higher education administrative positions of substantial responsibility in both academic and administrative management;
- Demonstrated record of scholarship and teaching commensurate with the award of tenure; and
- Mastery of leadership, management and communications skills.