

**JOB INFORMATION**

Effective Date	9/21/2022
Job Code:	0430
Job Title:	Vice Provost
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	E1 - First Level Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Administration
Job Summary	The Vice Provost, in the absence of the Provost, provides primary administrative supervision and guidance to all academic leadership and administrative staff reporting to the Provost Office. The incumbent is expected to have knowledge of strategic planning and experience in working at both system and campus level initiatives. Must have experience in planning and reporting requirements of the THECB, SACS and other governing agencies. Responsible for working with the Provost, the Office of Institutional Effectiveness, the administration, the faculty and the campus community in accountability reports, including the Voluntary System of Accountability (VSA). Expected to work with leadership in the President and Provost offices to enhance student success initiatives related to retention, enrollment growth, distance education and program development. Oversees the Office of Institutional Effectiveness, Office of Sponsored Programs, Center for Faculty Development and any Title III activities at the university.

**COMPETENCIES**

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/ Preferred	
Doctoral Degree		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Administrative experience in a university setting.	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Current knowledge of trends and issues related to higher education.	Skilled
• Knowledge of accreditation and governing board responsibilities.	Proficient
• Knowledge of computer software related to budgets.	Proficient
• A strong understanding of working with external groups, especially university systems.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Assists the Provost in strategic planning; works with the university and the UH system on initiatives related to internal and external reports.	10%
• Responsible for working with the Provost, the Office of Institutional Effectiveness, the administration, the faculty and the campus community in accountability reports, including the Voluntary System of Accountability (VSA).	10%
• Expected to work with leadership in the President and Provost offices to enhance student success initiatives related to retention, enrollment growth, distance education and program development.	20%
• Acts as a liaison with the University of Houston System, chief academic officers of feeder community colleges, the Texas Higher Education Coordinating Board (THECB) and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).	20%
• Assists in the timely development of the annual instructional budget and serves as a liaison between the deans and the Provost's Office related to financial issues and summer school.	10%
• Assists and supports as necessary the leadership and relevant committees and university organizations including Faculty Senate, Academic Council, Academic Associates Council and University Council and serves as an ad hoc member of various committees as requested by the Provost or President.	10%
• Prepares and submits course, degree and program requests, and reports and coordinates academic program reviews and accreditations.	5%
• Acts as a liaison between students and the schools, handles student academic appeals and complaints, guides students and the schools in complying with university guidelines, and coordinates academic and behavioral-based appeals with the Dean of Students.	5%
• Oversees the Office of Institutional Effectiveness, Office of Sponsored Programs, Center for Faculty Development and any Title III activities at the university.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description