

Vice Provost
University of Kentucky

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Posted Mar. 11, 2024, set to expire May 12, 2024

Job Title	Vice Provost
Department	89000:Provost
Institution	University of Kentucky Lexington, Kentucky
Date Posted	Mar. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Research Academic Affairs Senior Administration
Job Website	https://ukjobs.uky.edu/postings/516862

Apply By Email

Job Description

The vice provost reports to the provost and is expected to serve as an institutional leader aligned with the university's mission and strategic plan. This role supports the provost in partnering with deans and overseeing colleges and other units on campus to help advance educational, research and service activities. As a chief administrative officer, the vice provost meets with the provost individually and collectively with other deans. The vice provost is responsible for managing and coordinating the implementation of plans, programs, services and scholarly and research endeavors.

Primary responsibilities of the position include, but are not limited to:

Overseeing colleges and other units on campus with the provost to partner with deans and help advance the president's direction and UK's strategic plan.

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- Reviewing requests to the Office of the Provost, preparing and reviewing materials for the provost's consideration and working with colleges and other units to resolve issues effectively.
- Collaborating with deans to develop, implement, lead, oversee and evaluate college strategic, operational and department planning and related processes to meet program and department data needs.

Acting on the provost's behalf in designated key decision areas authorized by the provost.

- Serving as the provost's representative on a variety of university committees and advising on shared governance matters.

Working in partnership with other senior leadership to support all functions of the Office of the Provost, contributing to the university mission.

- Leading and supporting university-level and provost-level initiatives as assigned. These assigned initiatives will change over time but may include financial and operational sustainability initiatives, as well as special initiatives to review and streamline processes.
- Responsible for proactive questioning and targeted research and analyses on a wide range of institutional issues and synthesizing diverse data points into a coherent set of actionable findings and recommendations.
- Serving as a strategic partner in creating an environment that promotes and supports using research and data analysis to guide decision making and institutional improvement.

Serving as a resource for the chief accountability officer for all college compliance audit reports, in partnership with the senior executive director; ensuring that corrective action plans are documented and effectively implemented; reviewing incident reports and participating in follow-up investigations as warranted.

- Ensuring compliance with federal, state and local laws, rules and regulations; applicable university policies and procedures, Administrative Regulations (ARs), Governing Regulations (GRs), etc., pertaining to all areas for responsibility; communicating best practices to appropriate campus constituencies.

Overseeing the UK International Center, which includes programs such as Education Abroad, International Student and Scholar Services, International Partnerships and Research, the Office of

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China Initiatives, the Global Health Initiative, International Recruitment and International Health, Safety and Security.

Serving as primary lead for the provost with the University Budget Office, University Financial Services and related services.

- Providing and designing financial modeling and forecasting for the provost area colleges and units; consulting with departments on needs and limitations; preparing and distributing budget information to departments.
- Reviewing, monitoring and coordinating non-operating fund accounts under the jurisdiction of the provost.

Promoting excellent customer service through proactive and regular contact; working in partnership with other stakeholders (internal and external) to meet objectives and associated requirements set by the president, executive vice president for finance and administration (EVPFA), the provost and deans.

- Developing and securing effective working relationships with peers, supervisors and leaders within and across organizational lines to achieve desired outcomes; involving others in developing strategy, corresponding tactics and setting and evaluating performance objectives and measures.
- Promoting the importance of employee engagement to drive business success; creating and maintaining a strong service orientation

How to Apply

In addition to submitting an application at UK Jobs, Greenwood Asher & Associates® is assisting the University of Kentucky in this search. Applications and nominations are now being accepted. Inquiries, nominations, and application materials should be directed to Julie Schrodtt and/or Jeremy Duff from Greenwood Asher & Associates. Application materials should include:

- A letter of interest that clearly states the applicant's qualifications for the position
- A current résumé/curriculum vitae
- A brief statement [one page maximum] about how you would contribute toward the University of Kentucky's mission of creating a culturally inclusive environment

We strongly encourage submitting application materials as PDF attachments. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial

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screening of applications will begin immediately and will continue until an appointment is made.

For best consideration, applications and nominations should be provided by March 31, 2024.

Please direct inquiries, nominations, and application materials to:

Julie Schrodt, Senior Executive Search Consultant

E-mail: julieschrodt@greenwoodsearch.com

Jeremy Duff, Vice President of Executive Search

E-mail: jeremyduff@greenwoodsearch.com

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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