PRINCIPAL PURPOSE OF JOB:
Reporting to the President, the Provost and Vice President for Academic Affairs (Provost) serves as the chief academic officer of the university and is responsible for the formulation and implementation of academic plans, policies, priorities, and innovation. The Provost promotes the academic mission through University-wide planning and evaluation.

SCOPE OF RESPONSIBILITY:
The Provost and Vice President for Academic Affairs (VPAA) provides leadership, vision, and guidance for the university in all aspects of academic and faculty affairs. The Provost/VPAA is a key member of the university’s leadership team, overseeing the institution’s academic mission and priorities including curriculum and program development, student learning and success, advising, student retention, assessment, accreditation, academic support services, research and innovation and faculty development.
ESSENTIAL JOB FUNCTIONS:
• Provides strategic leadership
• Engages with the campus community
• Supports an institutional culture grounded in genuine collaboration and team-oriented leadership
• Guides the allocation of resources to ensure that the curriculum remains vibrant, relevant, and rigorous and upholds the academic standards of the University’s accrediting and licensing agencies, including specialized accreditations, which appropriately reflect the mission of Alcorn State University (ASU)
• Provides direct supervision and support for the academic Deans, Vice and Associate Provost(s), the Registrar, Honors College, Library and Center Directors, University College, Research and Sponsored Programs and other units within the Office for Academic Affairs to achieve the highest standards in teaching, scholarship, research and service, creative activities, community and industry engagement, and student success
• Works with the Mississippi Institutions of Higher Learning to achieve strategic goals and desired outcomes
• Serves as a principal advisor to the President and serves as chief administrator in the President’s absence and at key functions
• Ensures that all academic policies and procedures align with policies of the Institutions of Higher Learning’s Board of Trustees, state law, institutional and professional accreditation standards; fosters and ensures adherence to these policies, laws and standards
• Articulates the long-term vision and strategic plan of the institution to guide the development of Academic Affairs; and oversees implementation of the vision, in consultation with the university President
• Fosters a commitment to diversity and inclusion related to teaching, learning, service and scholarship

OTHER DUTIES:
• Executes other duties and responsibilities as assigned by the President

QUALIFICATIONS:
Education
• A terminal degree (i.e. Ph.D. or Ed.D.) from a regionally accredited institution

Experience
• 10 plus years’ prior relevant work experience
• A record of successful and progressively responsible administrative experience including leadership of academic divisions, departments, or major programs
• A record of professional achievement in teaching and scholarship sufficient to merit appointment at the rank of tenured full professor
Provost and Vice President for Academic Affairs  
Alcorn State University

Direct Link: https://www.AcademicKeys.com/r?job=133948  
Downloaded On: Jan. 15, 2020 10:23am  
Posted Nov. 22, 2019, set to expire Mar. 23, 2020

Administrative Attributes  
• Substantive leadership experience in the supervision and evaluation of faculty and staff, including reappointment, promotion, tenure and dismissal  
• Demonstrated effectiveness in planning and managing the financial resources of the Universality for various colleges and related academic support services  
• A strong commitment to the mission and values of historically black colleges and universities and the ability to articulate those values to both internal and external constituents  
• Proven ability to lead and direct university initiatives to meet/exceed recruitment, retention, and graduation rate targets  
• Excellent verbal communication and collaboration skills, including effectiveness in consensus building and working with various campus constituencies  
• Superior written, organizational, and analytical skills  
• A strong understanding of and support for students from diverse backgrounds

Licensing and Certifications  
N/A

KNOWLEDGE, SKILLS, and ABILITIES:  
• Knowledge and understanding of University goals and objectives, policies and procedures  
• Demonstrated success in the recruitment and retention of competent, committed faculty and staff  
• Substantive knowledge and successful experience in program evaluation, curriculum development, course scheduling, student assessment, and regional accreditation compliance  
• Demonstrated effectiveness in exercising sound judgment to establish academic priorities reflective of multiple perspectives, make difficult decisions, and allocate resources  
• Strong background in data-driven decision-making used to guide academic planning for both undergraduate, graduate, and online programs  
• Demonstrable experience in fostering a shared vision amongst a wide diversity of stakeholders  
• Ability to promote interdisciplinary and cross-college initiatives that build on areas of existing strength  
• Knowledge and understanding of the current landscape in higher education, including regional/program accreditation, regulatory/legal issues, emerging trends and the implications for HBCUs.  
• Ability to effectively represent the institution in various capacities, including alumni and donor activities

PHYSICAL REQUIREMENTS:  
1. Ability to sit at a workstation for extended periods  
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds  
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Extended work hours and frequent travel

Application packet must include:
a) Letter of interest
b) Current curriculum vitae
c) Leadership Philosophy Statement
d) Statement regarding Student Access & Success
e) At least five references with full contact and e-mail information (References will not be contacted without applicant’s consent.)

Finalists for the position will participate in on-campus interviews that will include a public presentation. Submit application and nomination packet to provost@alcorn.edu (preferably as PDFs). Applications will be accepted until the position is filled.

**EEO/AA Policy**

Alcorn State University does not discriminate on the basis of race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, pregnancy, gender identity, status as a U.S. veteran, and/or any other status protected by applicable law.

**Contact Information**

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

**Contact**

Mrs. Karen Shedrick  
President  
Alcorn State University  
1000 ASU Drive  
Lorman, MS 39096

**Contact E-mail**

provost@alcorn.edu