



## **Provost Job Description**

York University is located in York, Nebraska, roughly 45 minutes west of Lincoln and 45 minutes east of Grand Island. The University has a strong Christian heritage and is affiliated with the churches of Christ. York University is both a ministry and mission field, providing numerous opportunities to introduce students to Jesus and/or help them grow closer to him in their faith. Our campus footprint provides ample space for our 450 seated students and 200 online students. We are unashamed of being a Christian university focusing on Jesus in the classroom, the choir hall, the athletic field, and every other space imaginable.

We are seeking an enthusiastic, driven, caring, and Christ-centered leader to serve as our next Provost. The Provost will be a forward-thinking, creative individual with the ability to network with various constituents throughout the city, state, and nation to provide York University students with academic opportunities that equip them to shape the future. Reporting to the President, the Provost is the chief academic officer and is responsible for ensuring that the academic affairs of the university are executed with excellent quality and innovation and in accordance with federal, regional, state, and local statutes; accreditation principles, standards, and requirements; board and university policies; and other commonly accepted higher education standards and practices. In addition, the Provost is responsible for ensuring that financial resources are allocated to the various divisions of the university and controlled using commonly accepted accounting principles and standards.

### **Primary Duties:**

The Provost performs the following duties in a manner consistent with the mission, values, and policies of York University.

- The Provost oversees the academic departments and York University Online within the university, including academic records, library, faculty, and registration.
- The Provost is responsible for recruiting and selecting all academic faculty. The Provost may create a hiring committee for open faculty positions. The committee will be chaired by the Provost or his/her designee.
- New faculty members must attend an orientation program provided by the Provost before the beginning of fall semester classes.

- Appointment to academic, administrative positions will be made by the Provost in consultation with the President of the University.

**Direct reports:**

- 3 Division chairs
- Registrar
- Associate Dean of Online Learning
- Director of Information Commons
- Administrative Assistant
- 30 faculty on campus
- Numerous faculty online

**Duties include:**

- Lead institutional accreditation efforts and serve as the Institutional Accreditation Liaison Officer (ALO)
- Lead the faculty and chair faculty meetings
- Chair the Academic Leadership Team
- Represent the President in his absence
- Organize and lead Faculty Workshops (2-5 days before each semester, 1 day after spring semester)
- Oversee construction of schedule of classes each semester (fall, spring, summer)
- Provide orientation and training for faculty as needed
- Conduct classroom observations of faculty
- Monitor classroom technology
- Organize details for fall and spring graduation ceremonies each year
- Research and implement all approved degrees and/or courses
- Recruit and mentor Distinguished Faith and Learning Scholars (weekly meetings)
- Directly involved in the scheduling, assessment, accreditation of site, partnership with warden and Head of Corrections, etc. of the NCCW Second Chance Program
- Serve on Scholarship and Title III committees
- Represent academic affairs in institution-wide strategic planning and assessment, policy-making, budgeting, resource allocation, and other broad functions.
- Confer with appropriate university personnel and constituencies and review institutional data as a part of the decision-making processes pertaining to the various divisions of the university.
- Report academic affairs activities to the board of trustees, senior leadership, faculty, and staff.

- Oversee and/or participate directly in the day-to-day operations of all academic affairs functions.
- Oversee and/or participate directly in developing new academic affairs programs.
- Oversee and/or participate directly in the recruitment, development, supervision, evaluation, and corrective and disciplinary actions, including termination, of all academic affairs employees.
- Oversee and/or participate in the development, adherence to, and implementation of accurate and realistic budgets.
- Other duties as assigned by the President.

### **Knowledge, Skills, and Abilities Required:**

The Provost must possess requisite levels of the following knowledge and skills:

- Knowledge of the general principles and practices pertaining to higher education.
- Knowledge of the general principles and practices pertaining to the academy and academic affairs.
- Knowledge of the principles, standards, and requirements of accrediting bodies and other external governing entities.
- Knowledge of board and university policies governing the university.
- Knowledge of the general principles and practices of leading people.
- Knowledge of the general principles and practices of human resource management.
- Knowledge of the general principles and practices of organizational management.
- Knowledge of the general principles and practices of strategic planning.
- Knowledge of the general principles and practices of budgeting and resource allocation.
- Knowledge of technological applications to higher education.
- Knowledge of program and curricular design, delivery, and assessment.
- Skill in team building.
- Skill in all forms of communication.
- Skill in strategic planning and assessment.
- Skill in decision-making, problem-solving, and establishing priorities.
- Skill in leading, supervising, developing, and evaluating assigned staff.
- Skill in establishing and maintaining effective work relationships and processes.
- Skill in budget preparation and forecasting.
- Skill in resource management and allocation.
- Skill in program and curricular design, development, and assessment.

### **Education and Experience:**

#### **The Provost must:**

- Have an earned doctorate from a regionally accredited institution of higher education.

- Have a record of successful academic leadership and administrative experience in progressively more responsible positions.
- Uphold Christian principles and behave in a manner consistent with those principles.
- Uphold the mission and values of York University.
- Preference will be given to qualified applicants who are active members of the church of Christ. Other qualified candidates must be faithful followers of Christ and committed to a local church.
- Fully support the religious tenets of the institution as described in the student handbook and policy & procedure manual, among other places.

**Applications:**

Submit the following materials in PDF format to **samsmith@york.edu**

- Letter of Interest
- Curriculum Vitae (CV)
- Personal Faith Statement and a description of how to create a sense of belonging on campus.
- Written Response to York University's Mission Statement

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family, and society.

Applications will be accepted until the time that a new Provost is appointed.