

## View New Position Summary

### Position Details

Classification title:	Provost and Senior Vice President for Academic Affairs
Proposed New Title: Use only if '0000-Uncecided' was selected on previous page.	
PIN #: If PIN # does not exist, please type in NEW.	01497
Title Code:	9104
FLSA:	Exempt
Job Category:	Staff
Minimum Salary (Applicant View):	
Salary Range:	Not Specified
College/Division or Department:	Academic Affairs
Location:	A. I. Thomas Administration Building Suite 212
Work address, if different from department address:	A. I. Thomas Administration Building Suite 212
Primary Purpose of Position  Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)	Responsible for academic leadership in ensuring curricula, teaching and research of superior quality. Working with the university community on matters of general welfare of the University; diversifying and administering the academic budget, advising the President on plans, policies and operations; and representing the University in the President's absence.
Minimum Education Requirements:	Doctoral Degree or equivalent terminal degree
Area of Study:	
Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities?	Yes
If yes, please describe:	Participation in professional association related to job responsibilities. Understanding of all other educational institutions and community groups as well as strengthening philanthropic and legislative support.
Minimum Experience, Knowledge, Skills & Abilities:	
Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, <u>not</u> what is preferred.	5 years senior level academic and administrative leadership experience. Qualify for appointment as a tenured full professor.
Preferred Experience Requirements:	10 years senior level academic and administrative leadership experience. Strong credentials of creating and sustaining partnerships with other educational institutions and community groups as well as strengthening philanthropic and legislative support.

From the dropdown list below, select which best fits the minimum length of time spent in performing similar work and acquiring the skills and knowledge to qualify for this position. (Not necessarily the years of the incumbent's experience, but the job-related experience.)

7+ years

After starting the job, how much on-the-job training does it take to learn the job?

1 to 2 years

Type of on-the-job-training:

Interacting with faculty and staff in all the academic units. Interacting with student leaders and student organizations. Understanding the research capability and potential. Interacting with executive leadership team. Interacting with system and legislative representatives.

Required Computer/Software Skills:

MS Office Suite

Other Required Skills:

Telephone Skills; Interpersonal skills; Exemplary academic credentials, including an outstanding record of scholarship.

Verbal Skills:

Excellent

Written Skills:

Excellent

Computer Skills:

Excellent

Department:

Presidents Office

Creator:

Mary Smith

Creator's Phone/Extension:

2111

Creator's PVAMU Email:

mesmith@pvamu.edu

Supervisor's Name:

George C. Wright

Supervisor's Title:

President

Supervisor's Phone/Extension:

2111

Supervisor's PVAMU Email:

gcwright@pvamu.edu

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Hodge, Mary Lee  
Smith, Mary

AA/EEO Statement

**NOTE: Please copy and paste the following AA/EEO statement into the open text area when creating a new position:**

Prairie View A&M University is an Affirmative Action/Equal Opportunity Employer.

Request number:

(Will be assigned upon first saving position) 001239

**Job Duties**Percent of Duty Total: **100**

## 5 Records

% of Time	Responsibility / Duty	Essential Function
25	Hire, train, supervise and provide administrative leadership to staff in Academic Affairs, Student Affairs, Financial Aid, Student Enrollment Services, and University College.	Essential
25	Provide administrative leadership to all Colleges and Schools with the university and interact with deans, administrators and students in achieving academic goals.	Essential
20	Serve as a member of the President's Leadership Team. Consult with the President and Leadership Team regarding all academic issues and all issues related to accreditation of the academic programs, academic space, faculty development, and academic personnel.	Essential
20	Serve as a liaison for community outreach. Represent the university by working with local schools, community organizations and alumni in resolving academic and admission issues. Will represent the University in the President's absence.	Essential
10	Performs other duties as assigned. Will serve as the Accountable Property Officer for the Office of Academic and Student Affairs and will perform all responsibilities as required.	Essential

## Competencies &amp; Relationships

Independent Judgment/Problem Solving:	Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.
Impact of Decisions: Inside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact within the department:	In collaboration with the staff the Provost develops the goals and objectives for the academic year.
Impact of Decisions: Outside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact outside the department:	Works with all colleges and schools regarding issues related to accreditation.
Impact of Decisions: Outside University	Major
For this position, briefly describe examples of your typical and key decisions that have impact outside the University:	Working with the Coordinating Board, System and governmental representatives regarding all academic issues and reports.
Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?	Director of more than one department
<b>Click Here</b> for definitions.	
List number of students that directly report to this position:	0
List number of employees that directly report to this position:	7
List number of students that indirectly report to this position:	2
List number of employees that indirectly report to this position:	10

If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:

- Recruits, screens, and interviews candidates
- Approves candidates for hire
- Conducts training of others
- Conducts performance appraisals
- Recommends salary actions
- Recommends termination of employees
- Recommends candidates for hire
- Assigns tasks or responsibilities to others
- Monitors work performance
- Administers disciplinary action
- Approves salary actions
- Approves termination of employees

Personal/Organizational Contacts:

High-level contact with others in key positions. Contact usually involves several areas within the University and/or with community, government, business leaders, media and dignitaries. Typically handles highly sensitive and/or confidential information.

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department.

Contacts with system administration regarding all academic appointments/issues. Contact with governmental representatives regarding all required state reporting issues.

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

Customer Service Relationships:

Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable for customer service excellence within the department.

Work Complexity:

Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:

Academic appointments and tenure and promotion issues.

Does this position have responsibility for budget, revenues, and/or expenditures?

Yes

If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process.

Oversee the budgets for the Office of Academic and Student Affairs which total over 1 million dollars. work with the staff to determine the budgets and expenditures. Meets with the President and CFO during budget hearings to present budget recommendations for department and colleges. Approves all expenditures and works with staff to make sure all policies and procedures are followed regarding the expenditure of funds.

**SECURITY SENSITIVE POSITION DETERMINATION**  
All university positions are classified as security sensitive and are subject to background checks.

FLSA

**FAIR LABOR STANDARDS ACT EXEMPTION**

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed? Yes

Is the employee paid at least \$23,660 annually (\$455 weekly)? Yes

If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.

Executive (examples: chief executive officer, controller, vice president, director)

Executive:

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees). Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Administrative:

Primary duty consists of performing office or non-manual work directly related to the management or general business operations of the university or the university's customers. Work includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional:

Computer-Related:

Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

Working/Env Conditions

Working Conditions:

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Briefly describe examples of the typical work environment:

Office

Typical Physical Demand:

Position requires light physical activity.

Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:

Walking across campus to attend meetings in departments.

Describe the regular/normal work hours and days assigned (i.e., hours,

days, shift, rotating shift, etc.): 8-5 Monday through Friday

Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. **(All positions may require some evening and weekend hours.)** Attendance at meetings at System, State, Governmental Agencies and Professional Conferences.

Do the duties described in this questionnaire generally require travel outside the area? Yes

If yes, please explain the purpose and the frequency of the travel: Monthly attendance at system and governmental meetings.

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment: Computer (4-6 hours)  
Telephone (2-4 hours)

**Justification**

## Justification for Position

The Provost is responsible for academic leadership in ensuring curricula, teaching, and research of superior quality; working with the Faculty on matters of general welfare of the University; diversifying and administering the academic budget, and advising the President on plans, policies and operations. The Provost oversees all aspects of the professional and academic accreditation of the academic programs, academic space, faculty development, academic personnel and the institution's student support services (recruitment, financial aid, registrar, student affairs, career and outreach services).

**Budget Information**

Dates of Employment - From: 09/01/2006

Dates of Employment - To: 08/31/2100

Ad Loc. Acct. No.: 110100

Funding Acct. Number(s): 110500

Funding Acct. Title(s): Academic Affairs

Employment Type: Regular F/T

Project Number:  
(For grant funded positions only) n/a

If Employment Type above is Grant-Funded, what is the duration in years of this position? n/a

Number of hours worked per week: 40

Type of Position: A&P

Percent Effort by Employee: 100

Budget Comments:  
(For Budget/OSP Office Only)

**Comments**

Hiring Authority Comments:

Dean/Director Comments:

HR Comments:

VPBA Comments:

Area VP Comments:

Creator Comments:

Pre-Approver Comments:

**HR Use Only**

Internal HR notes (only HR users can view this page):

Internal EEO Notes:

**Action History**

**08-18-2007 10:55 AM**

**Mary Smith**

*Action Saved Not Submitted*

**08-18-2007 11:07 AM**

**Mary Smith**

*Action Saved Not Submitted*

**08-18-2007 11:17 AM**

**Mary Smith**

*Action Saved Not Submitted*

**08-18-2007 11:21 AM**

**Mary Smith**

*Action Saved Not Submitted*

**08-18-2007 11:25 AM**

**Mary Smith**

*Action Saved Not Submitted*

**08-18-2007 11:26 AM**

**Mary Smith**

*Action Saved Not Submitted*

**08-18-2007 11:28 AM**

**Mary Smith**

*Action Saved Not Submitted*

**08-18-2007 11:28 AM**

**Mary Smith**

*Action Submitted to Mgr/Dept Head*

**08-18-2007 11:29 AM**

**Mary Smith**

*Action Submitted to Dean/Director*

**08-18-2007 11:29 AM**

**Mary Smith**

*Action Submitted to Area Pre-Approver*

**08-18-2007 11:30 AM**

**Mary Smith**

*Action Submitted to Area VP*

**09-10-2007 10:42 PM**

**Mary Lee Hodge**

*Action Submitted for Initial HR Review*

**10-15-2007 2:47 PM**

**Elmary Wells**

*All Approvals Obtained (New Position Description Created)*