



Humphreys  
University

EST. 1896

## Provost

The Provost serves as the chief academic officer for the University and reports directly to the President. As a strategic academic leader, the Provost has expertise in teaching, scholarship, research, and administrative duties as well as a deep understanding of the University's mission, goals, and students. The Provost provides leadership for diversity, equity, and inclusion initiatives and for curriculum and assessment, as well as research and sponsored programs.

The Provost oversees all academic units, including direct leadership over an academic program.

The Provost has overall responsibility for managing the academic budget. The Provost serves on the President's Executive Committee and collaborates with the President and other Committee members to develop, implement, and assess comprehensive and innovative academic programs and academic support services aligned with the institution's mission, vision, values, and strategic plan. The Provost role is a highly visible on-campus position contributing to the overall leadership of the University. They will be a strong advocate for the University and represent the campus at Board of Trustee meetings. The Provost is engaged with the entire University, interacting with all departments at all levels and inspiring innovation and vision.

### Expectations of the role:

- Bring experience, predictive insight, and capacity to provide an immediate focus on increasing enrollment
- Develop and lead the academic plan that guides the integrity of the University's academic programs and implement continued academic growth for all students, faculty, and staff
- Evaluate academic programming for fit with mission, national and regional employment trends, price, market, quality, and competition. Embody a future-oriented approach to education with a focus on emerging trends. Demonstrated interest in developing new and innovative mission-aligned academic programs.
- Advocate for creating and fostering an academic environment focused on quality and student academic success and lead the alignment with the University's strategic plan and overall growth initiatives
- Support the advancement of the University's academic programs through shared systems of governance that align with the goals and priorities of the institution
- Oversee all aspects of academic programming through the deans, locations, and modalities serving the University's students
- Work with deans and faculty to recruit and retain a diverse faculty and promote an inclusive environment conducive to their professional development

- Contribute to the long-term vitality and culture of faculty excellence throughout the University through intentional professional development strategies for personal growth and professional development
- Ensure ongoing curriculum development, program review and assessment; supervise the development and implementation of educational policies and academic affairs planning
- Sound fiscal management and resource allocation skills. Work with the CFO and President, leading deans and others to develop and monitor academic-related budgets
- Directly supervise deans, and indirectly chairs, academic directors/coordinators, and faculty as well as academic support personnel, including in the Library and Learning Center
- Champion the Student Success Committee to implement innovative approaches to enhance retention, time to degree, and academic support initiatives
- Collaborate with the Academic Senate for the overall exchange of ideas, shared governance, and involvement in collective decision-making
- Advance the institution through collegial partnerships with other Executive Committee members and academic communities
- Serve as a university ambassador to external constituents, especially regionally and locally, and maintain active involvement at events, meetings, and conferences as needed.
- Build and support community partnerships, workforce development, and innovative strategic partnerships

### **Education and Experience:**

- Earned doctorate or professional terminal degree from a regionally accredited institution
- Five to ten years of academic administrative experience in progressively responsible positions
- Experience with higher education accreditation and/or higher education coordinating bodies, including SEVP and WSCUC
- A commitment to or experience developing high-impact student recruitment and retention strategies coupled with implementing other student success initiatives and programs
- An understanding of the laws, policies, and regulations governing higher education
- Knowledge of and commitment to shared governance
- A successful track record managing people and fiscal resources
- Experience with online, blended, and on-ground modalities. Knowledge of dually enrolled and international student populations is desired
- Ability to use institutional research, datasets, and other analytical tools to support data-informed decision-making
- Strong oral and written communication skills
- Teaching at the college-level
- Working with diverse populations

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**To apply, email Dean Becerra at [Cynthia.becerra@humphreys.edu](mailto:Cynthia.becerra@humphreys.edu) and include the following by May 31, 2024**

**Letter of introduction**

**Resume**

**Three letters of recommendation**