SAN JACINTO COLLEGE

PROVOST
JOB DESCRIPTION
March 8, 2013

TITLE: Campus Provost

DEPARTMENT: Office of the Provost

SECURITY SENSITIVE: Yes

FLSA STATUS: Exempt

GRADE: 44

FUNCTION: The Campus Provost is the chief administrative executive of the campus providing academic, administrative, and fiscal leadership. The Campus Provost is responsible for the daily operations of the campus. The Campus Provost leads the campus leadership team, broader management team, and the budget hearing committee and participates on the San Jacinto College Strategic Leadership Team. The Campus Provost is the senior learning leader for the campus and is responsible for implementing the College’s academic plan and promoting academic excellence through collaboration, cooperation, and teamwork throughout San Jacinto College. The Campus Provost promotes the College externally, fosters a campus climate that is consistent with the College’s core values and the “one-college” vision, and is committed to the achievement of the College’s strategic plan and annual priorities.

REPORTS TO: Deputy Chancellor/College President

SUPERVISES: Dean of Administration, Deans of Academic and Technical areas (structure depends on offerings at each campus and includes Liberal Arts, Business, Applied Technology, Allied Health, Sciences, and Honors), Director of the Library, and administrative assistants (number varies by campus size); all other faculty, staff, and administrators report through the Deans and Director of the Library.
### MAJOR JOB FUNCTIONS AND RESPONSIBILITIES:

<table>
<thead>
<tr>
<th>Essential Job Functions</th>
<th>Frequency</th>
<th>% Time</th>
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<tbody>
<tr>
<td><strong>1. VISION &amp; STRATEGIC PLANNING</strong></td>
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<tr>
<td>• Implements the College’s annual strategic plan and demonstrates through long term and annual operational plans how the annual priorities will be achieved on campus</td>
<td>D, W, M, Q, A</td>
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<tr>
<td>• Champions cultural and organizational change within the College to implement the one-college vision</td>
<td>D, W, M, Q, A</td>
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<td>• Implements programs and services that support both the accomplishment of the College’s mission and the continuation of the College’s accreditation status</td>
<td>D, W, M, Q, A</td>
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<td>• Creates a culture that embraces change readiness, high performance, teamwork, and increased individual and organizational productivity</td>
<td>D, W, M, Q, A</td>
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<td>• Builds an agile organization to ensure successful execution of the College’s strategic plan</td>
<td>D, W, M, Q, A</td>
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<td>• Participates in future strategic planning and visioning efforts</td>
<td>D, W, M, Q, A</td>
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<tr>
<td><strong>2. TEACHING, LEARNING, &amp; ACADEMIC EXCELLENCE</strong></td>
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<td>• Works collaboratively with faculty, administrators, and staff to provide a supportive and rigorous teaching and learning environment from the classroom to an effective array of student support services</td>
<td>D, W, M, Q, A</td>
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<td>• Demonstrates commitment to an environment that encourages faculty to create positive and innovative learning environments</td>
<td>D, W, M, Q, A</td>
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<td>• Provides leadership in ensuring that academic and support processes focus on the enhancement of the learning environment</td>
<td>D, W, M, Q, A</td>
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<td>• Promotes and facilitates innovations in teaching and learning and supporting technologies and infrastructures</td>
<td>D, W, M, Q, A</td>
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<tr>
<td>• Ensures that all elements necessary for a quality teaching and learning environment are successfully implemented</td>
<td>D, W, M, Q, A</td>
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<td>• Supports faculty in developing assessment mechanisms that will document increases in learning</td>
<td>D, W, M, Q, A</td>
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<td>• Recommends strategies to meet the needs of a diverse community and student body</td>
<td>D, W, M, Q, A</td>
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<td>• Provides leadership for program areas including developing new programs, collaborating on goals and objectives to meet College’s strategic goals, and participating in continuous improvement processes</td>
<td>D, W, M, Q, A</td>
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<tr>
<td>• Works collaboratively across the College to align offerings and scheduling in order to promote greater student success and increased effectiveness and efficiencies</td>
<td>D, W, M, Q, A</td>
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<td>•Coordinates with campus support services including Human Resources, Information Technology, Facilities Management, Safety, and Security to ensure a safe and positive learning environment</td>
<td>D, W, M, Q, A</td>
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</table>
### 3. PEOPLE

- Provides leadership in the recruitment, hiring, retention, evaluation, and support of full-time and part-time faculty, administrators, and staff
- Builds and leads an effective team of deans and directors to fulfill the College’s mission and strategic plan
- Creates developmental opportunities to offer professional and personal growth for campus stakeholders
- Fosters a campus climate that is consistent with the College’s core values and promotes a college-wide approach
- Creates open communication avenues throughout the campus and College

### 4. RELATIONSHIPS & PARTNERSHIPS

- Communicates effectively with campus stakeholders, including the college leadership, faculty and staff, students, and the local community
- Serves as an active participant and spokesperson for San Jacinto College in business, educational, community, and civic organizations
- Develops, maintains, and supports working partnerships with the community, business, industry, and other educational organizations to promote San Jacinto College
- Champions and coordinates the delivery of campus offerings, programs, and services that respond to the changing needs of community, business, and industry
- Supports the expansion of regional partnerships and connections to enhance the breadth and image of workforce training programs with students and employers
- Assists to strengthen local and regional P-16 strategies and initiatives

### 5. GOVERNANCE

- Participates as a member of the San Jacinto College Strategic Leadership Team and the Executive Instruction and Student Services Council
- Serves or chairs and supports participation in governing councils or committees as required
- Works collaboratively with other Campus Provosts, officers of the Faculty Organization, Vice President for Student Services, Vice Chancellor for Learning and Assessment, Associate Vice Chancellor for College Preparatory, and Vice Chancellor of Strategic Initiatives to ensure college-wide perspective while considering individual campus needs
- Assures adherence to College policies and procedures and assumes compliance with rules, regulations, and laws of federal, state, and accrediting agencies
6. FINANCE, TECHNOLOGY, & PLANNING

- Works collaboratively with faculty, administrators, and staff in campus planning in accordance with the College’s strategic plan and other college priorities
- Serves as the campus liaison for the planning and development of new facilities and renovation, remodeling, and technology initiatives
- Facilitates and supports the integration of technology into the culture of the College to enhance the teaching and learning process and student success and to streamline business processes
- Guides the enrollment planning and scheduling process
- Assists with the development of external funds to support programs and projects
- Develops and manages the campus budget in alignment with the College’s annual priorities and ensuring operational costs are in line with relevant budgetary controls

MINIMUM QUALIFICATIONS

Relevant Experience, Qualifications, Knowledge, Skills and Abilities:

- Leadership experience in campus operations role with managerial responsibility in a collaborative team environment.
- Knowledge and experience in addressing and mitigating student-related issues.
- Experience in applying instructional technologies.
- Knowledge of policy formulation and analysis methods to establish practical policies.
- Skills to maintain a fair and decisive leadership style with the ability to make independent judgments.

EDUCATION AND EXPERIENCE

Education:

- Advanced degree with preference given to an earned doctorate from an accredited institution.

Experience:

- Minimum of ten years of progressively responsible experience in higher education.
- Demonstrated ability in building and maintaining partnerships.
- Proven track record of successful, performance-driven leadership.
- Direct experience in educational delivery systems and outcomes-based instruction.
- Success in leading various levels of faculty and staff, information systems, and data in the decision-making process.
- Experience evaluating instructional effectiveness against measurable performance indicators.
• Experience improving teaching and learning with a focus on achieving measurable student success indicators.
• Demonstrated commitment and experience with diverse populations.
• Proven experience with credit and non-credit programming.
• Budget preparation and management skills.
• Demonstrated ability to generate, identify, and implement opportunities to improve current programs and/or operations.
• Demonstrated understanding of technical and non-technical academic programming.
• Strong written and spoken communication skills with the ability to establish personal and professional credibility with internal and external constituencies.
• Proven ability to facilitate continuous quality improvement of instructional programs and organization.
• Broad knowledge of higher education policies, principles, and organization.
• Results oriented and visionary qualities of a forward-thinking leader in an evolving environment.

Licenses/Certifications:
• N/A

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<tr>
<th>Exposure to Potentially Dangerous Materials</th>
<th>Frequency (D,W,M Q,A)**:</th>
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<tbody>
<tr>
<td>None</td>
<td>N/A</td>
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<tr>
<th>Physical Activity</th>
<th>Frequency</th>
<th>D,W,M,Q,A</th>
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<tbody>
<tr>
<td>Sitting, Typing, Walking, Standing</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Lifting 25 – 50 pounds</td>
<td>W</td>
<td></td>
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<tr>
<td>Transporting Materials On Campus/District/ Off Campus</td>
<td>M</td>
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**For HR Use Only:**
Position Number: 
Position Class: 
Position Ecls: 
Salary Table: 
Eskl Code: 

**Daily, Weekly, Monthly, Quarterly, Annually**
NOTE: This job description is not an employment agreement or contract. The Chancellor/Vice Chancellor/President and/or designee have the exclusive right to alter this job description at any time without notice.

Employees of SJC are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one’s self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

San Jacinto College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.