

THE EVERGREEN STATE COLLEGE

POSITION DESCRIPTION

DATE: April, 1976 POSITION: Vice President & Provost
Revised June, 1976 INCUMBENT: Byron L. Youtz
Revised October 1981
ORGANIZATION: Academic REPORTS TO: President
RANGE NO.

POSITION DESCRIPTION:

Direct curricular development to ensure the quality of academic programs at the College and manage the academic and other instructional affairs by providing guidance and leadership to subordinates with delegated responsibility for delivering academic programs and library services to students.

DIMENSIONS:

Number of Subordinates: 85 administrative staff
135 faculty
Annual operating budget: \$84,000 direct responsibility
\$7,000,000 oversight responsibility

NATURE AND SCOPE:

The position reports to the President, together with the Vice President for Business, the Assistant to the President and Director of Community Relations, the Administrative Assistant to the President, an Administrative Secretary, the Director of College Relations, the Dean of Student and Enrollment Services, and the Director of Employee Relations.

The position's role is to assure the quality of the academic programs of the College by establishing academic standards, reviewing recommendations for faculty appointments, evaluating faculty performance, overseeing management of the academic budget, interpreting policy and translating it into curricular direction and assuring that library services meet the needs of the College's academic programs.

The following subordinates report to the position:

Two Academic Deans: These two subordinates are responsible for providing administrative support to the academic programs: one with responsibility for administration of the academic budget, coordination of space and facility requirements and coordinating personnel support services to the academic programs; the second with responsibility for curriculum development and recruiting of faculty.

Two Assistant Academic Deans: These two subordinates, selected from the faculty for two-year non-renewable terms, assist the Academic Deans in

faculty hiring, curriculum development and part-time studies, summer school programming, support of academic programs and evaluation of faculty.

Director of Cooperative Education: This subordinate is responsible for managing the Cooperative Education Program offering work experience to students which complements or supplements their formal education.

Director of Educational Support Programs: This subordinate is responsible for developing and administering programs emphasizing and meeting the needs of educationally under-prepared and culturally different students to enhance their maximum academic potential.

Administrative Secretary to the Vice President and Provost: This subordinate provides office support and acts as confidential secretary to the Vice President and Provost to relieve the Vice President and Provost of routine administrative tasks.

The position is responsible for assisting the President in designing the educational policies and programs of the College and for assisting in securing approval for them from the Board of Trustees.

The position is responsible for assisting the President in facilitating financial and program support by maintaining appropriate relationships with external organizations and with representatives from other academic institutions. The position maintains awareness of educational needs and trends through contact with students and faculty, staff and the public and responds to such needs by directing the curricular emphasis. The position coordinates with the Vice President for Business and other College administrators to assure appropriate non-instructional and instructional programs which meet objectives of the College.

The Vice President and Provost has full management responsibility for interpreting the College's academic responsibility and policy and for providing leadership to subordinates in establishing curricula and budgets and in the development and presentation of academic programs. The position is responsible for setting salaries of direct subordinates and selecting the academic staff by reviewing and approving all faculty appointments. The position has the responsibility for reviewing budget projections of subordinates, for determining priorities and for coordinating academic budgets with the Budget Office, the Vice President for Business and the President and other staff members.

The Vice President and Provost serves as a personal resource to the President by studying and evaluating issues affecting the College and its curricula and operations and by recommending solutions, policies and/or plans concerning the issues. As required, the position also serves as a consultant and advisor to the Board of Trustees regarding academic matters.

The Vice President and Provost acts for the President during absences of the President and receives general guidance only from the President, Board of Trustees, legislative mandates and Washington Administrative Code.

1. The position is responsible for representing the College in the Inter-institutional Council of Academic Officers, and the Higher Education

Computer Consortium Board, studying and evaluating issues of state-wide significance that may have impact on the College.

2. The position is expected to maintain professional growth by participating in teaching programs in a professional academic discipline.

PRINCIPAL ACCOUNTABILITIES:

1. Contribute to the educational curricula and programs of the College by studying and evaluating educational issues and problems and developing findings and recommendations to assist the President and Board of Trustees in design of the educational policy and goals of the College.
2. Assure appropriate direction of academic programs and curricula by maintaining awareness of educational needs and trends through contact with students, faculty, administrative staff, the external community and educators of other institutions and provide curricula direction in accord with evaluated needs.
3. Assure continuity of management and direction of the College by acting officially for the President during the President's absences.
4. Assure appropriate emphasis to academic programs and curricula by reviewing and approving budget proposals and expenditures for instructional programs, determining program priorities and coordinating such budget proposals with the President, Office of Budget and other staff members.
5. Assure the educational quality of The Evergreen State College instructional programs by interpreting the policies of the College and by developing instructional programs and curricula which are in accord with the policies.
6. Assure the educational quality of The Evergreen State College instructional programs by selecting and developing subordinates, by evaluating their performance, by reviewing and approving faculty appointments and by providing leadership to them.
7. Assure personal professional instructional and research competence and growth by actively participating in an instructional program in a field of academic discipline.
8. Assure representation of the views and concerns of the College in academic and computing matters at the state-wide interinstitutional level.