

JOB DESCRIPTION AND RESPONSIBILITIES

Provost

Reporting to the President, the Provost is the Chief Academic Officer of the University who provides leadership to all academic areas to ensure that they reflect the mission of the institution. The Provost is an advocate for all academic programs, providing leadership to faculty and academic staff to ensure consistent quality standards in curriculum and programs. The Provost oversees the academic integrity of the University and provides advice in long-range planning, budgeting, curriculum, and program development. The Provost ensures compliance with various accreditation agencies as well as state accreditation and regulation.

The Provost shall:

- provide leadership for all academic programs and work closely with the deans of all Faculties in order to:
 - facilitate appropriate program development;
 - ensure systematic review of programs (majors) to ensure quality and current course content;
 - formulate, maintain and implement a high-quality curriculum;
- provide leadership in matters of academic policy and regularly advise the President on these matters.
- coordinate with the university deans for the hiring, support, development and evaluation of faculty, staff, and administrators of instructional programs and services.
- coordinate with the university deans and approve the assigning of courses and non-instructional assignments to full and part-time faculty.
- encourage and support research, grant-writing, publishing and other scholarly activities of the faculty.
- supervise institutional research productivity, the academic support and instructional services, the Library service and perform other tasks as assigned by the President.
- supervise deans, associate or assistant officers for academic affairs and work with academic department chairs as needed, after consulting their respective deans and if assigned by the President.



- work with reports to plan, develop and implement the annual budget for the academic affairs of the University as directed by the President.
- coordinate accreditation efforts and the preparation of reports to various accrediting agencies.
- prepare the course offering schedule each semester in coordination with the deans and Vice President for Enrollment Management and approve the final class schedule.
- collaborate with the deans and concerned VP for the compilation of information for the published university catalog, before presenting the collected data to the President.
- coordinate professional development activities for the University.
- serve on councils and other committees as requested by the President.
- perform other duties as delegated by the President.

All the above described duties and assignments will always be decided upon, assessed, modified, and evaluated by the President of the University of Balamand.