

EEO Statement	Wright State University, an equal opportunity/affirmative action employer, is committed to an inclusive environment and strongly encourages applications from minorities, females, veterans and individuals with disabilities.
Faculty Rank or Job Title	Vice Provost for Academic Affairs
Job Category:	Administrative (exempt/non-exempt)
Department	Provost
EEO number:	22P224
Position FTE	100%
Minimum Annual or Hourly Rate	Negotiable
Salary Band:	UC S08
Job Summary/Basic Function:	Purpose: Provide leadership and administrative oversight of university-wide, undergraduate curricular programs. Ensure compliance with Ohio Department of Higher Education undergraduate curricular policies and act as liaison to ODHE.
Minimum Qualifications	<ul style="list-style-type: none"> • Terminal academic degree • Five years administrative experience in higher education institutions • Experience with continuous improvement initiatives related to curriculum • Excellent interpersonal, communication, and customer service skills in working with a diverse community of faculty, staff, students, and campus stakeholders • Demonstrated commitment to equity, diversity, inclusivity, and professional development of faculty and staff • Ability to work independently and as part of a team environment and on collaborative efforts with diverse user groups
Preferred Qualifications	<ul style="list-style-type: none"> • Experience with providing leadership of academic programs or services

- Demonstrated understanding of the challenges of a rapidly changing higher education environment at the local, state, and national levels

Curriculum and General Education Management (50%)

Serve as the general education representative on the Faculty Senate Undergraduate Curriculum Committee. Review all undergraduate course proposals (new, modifications, deletions) with a general education and/or IW, SL, MC attributes. Determine if course meets the learning outcomes and other requirements; provide feedback to departmental faculty as needed; make approval or denial decisions in collaboration with the UCC chair.

Serve as the institutional contact for Integrated Writing requirements. Implement and advise on IW policies. Work with Registrar to ensure students' records are updated for completion of Integrated Writing to meet graduation requirements.

Oversee institutional websites for the Wright State Core and Writing Across the Curriculum. Make changes and enhancements to websites as needed to ensure accuracy and clarity for the campus community.

Collaborate with the Vice Provost for Assessment and Accreditation to analyze both indirect and direct assessment reports, interpret, and summarize findings and implications and report to the campus community. Use assessment findings to improve student achievement of the general education learning outcomes.

Serve as a resource to academic advisors regarding the acceptance of transfer credit to meet general education Core requirements. Respond to daily/weekly requests to evaluate transfer credit for WSU general education Core requirement. Record decisions in the Transfer Evaluation System (TES).

Direct the university's credit for prior learning initiatives including but not limited to Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), credit for military learning experiences, and institutional Prior Learning Assessment (PLA). Work with faculty and department chairs to expand opportunities. Oversee the institutional websites and serve as the institutional contact for all prior learning initiatives

Serve as the provost's representative on the Faculty Senate Undergraduate Curriculum Committee AND the Graduate Curriculum Committee. Review all undergraduate and graduate new program proposals, modifications, deactivation or terminations in the university's curriculum management system, Curriculog.

Serve as the Provost and Board of Trustees approver in the university's curriculum management system, Curriculog, for all curricular proposals requiring these approvals.

Essential Functions and percent of time:

Reporting Duties (50%)

Essential Functions and percent of time (cont'd):

Provide leadership and oversight for University Libraries, Honors Program, Army and Air Force ROTC programs, and service learning programs to ensure alignment with university mission and strategy, adherence with relevant policies and

procedures, and appropriate budget development and adherence.

Work with academic departments to prepare and submit proposals to ODHE as required. Work with Provost to provide notifications and secure Board of Trustees approvals as needed.

Collaborate with the Director of Institutional Research and Effectiveness and the Vice Provost for Assessment and Accreditation to provide annual reports on DFW rates for general education Core to deans, department chairs, and student success to encourage continuous improvement.

Participate in the University Undergraduate Academic Advising Association (UUAAA) to maintain awareness of issues impacting undergraduate persistence and completion and keep advisors informed of undergraduate curricular policies. Serve as the Provost's representative on the Faculty Senate Undergraduate Academic Policies Committee. Work with Provost and Policy Coordinator to ensure policies are officially approved, communicated, and posted on the policy website.

Serve on Provost's Council and other institutional committees.

Serve as the institutional representative on the statewide Ohio Articulation and Transfer Network (OATN) Steering Committee and the ODHE Ohio Guaranteed Transfer Pathways (OGTP) Steering Committee.

Act as the fiscal agent for the Ohio Articulation and Transfer Network (OATN). Serve as the principal investigator on several grants for the OATN.

Serve as the university liaison to ODHE regarding undergraduate academic program approval, and participation in and compliance with the requirements of programs such as the Ohio Transfer 36 Module, Transfer Assurance Guide (TAG) courses, veterans' curricular initiatives, transfer credit and prior learning initiatives.

Ensure university compliance with state laws concerning transfer, including identification and approval of courses with statewide transfer guarantees. Communicate regularly with faculty and administration about changes and pending curricular developments from ODHE.

Serve as the institutional representative on the Ohio Department of Higher Education General Education Steering Committee.

Oversee the Ohio Department of Higher Education (ODHE) General Education OT36 Module. Work collaboratively with the Director of Articulation and Transfer to ensure OT36 approval for Wright State general education courses.

Maintain records of proposals submitted and responses received from ODHE.

Working Conditions

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Effective July 1, 2017, per Policy 7230 Wright State University is tobacco-free. Tobacco use, including the sale, advertising sampling and distribution of tobacco products and tobacco related items is prohibited in all university facilities, on all university owned or leased grounds, university owned or operated residence halls and apartments, and at all university sponsored events regardless of location.

Tobacco use is also prohibited in all university vehicles or on any equipment owned, leased or operated by Wright State University. This policy applies to anyone on campus including students, faculty, staff, visitors, consultants, vendors, patients, volunteers, and contractor employees.

To preserve the safety and security of the campus community and to maintain the integrity of university operations, it is the policy of Wright State University before making an employment offer conduct various background checks, such as a criminal record, credit history when job related and/or education verifications. Additionally, an administrative review shall be conducted whenever the university learns that an employee is charged with or convicted of a crime (except for minor vehicle violations). Frequently asked questions related to background checks may be found on the Human resources website at <http://www.wright.edu/human-resources>.

Posting Date	05/27/2022
First Consideration Date:	06/17/2022
Open Until Filled	Yes