

UNIVERSITY OF NORTH CAROLINA WILMINGTON

February 14, 2007

Ann Lemmon, Associate Vice President, Human Resources  
UNC General Administration  
P.O. Box 2688  
Chapel Hill, NC 27515-2688

Dear Ann,

Our Chancellor and Provost are interested in establishing a "Vice Provost" position under the authority of the SAAO Tier I policies and procedures. It is our understanding that such requests must be forwarded to you for consideration.

We believe this position should be at the Tier I level because it will have broad responsibilities for major administrative, educational, and research functions of the university. As you will note from the attached job description and organizational chart, the academic deans will report to the position programmatically. In addition, the University Librarian (already Tier I) and several other key administrators will report to this position.

Please feel free to contact me with any questions.

Sincerely,



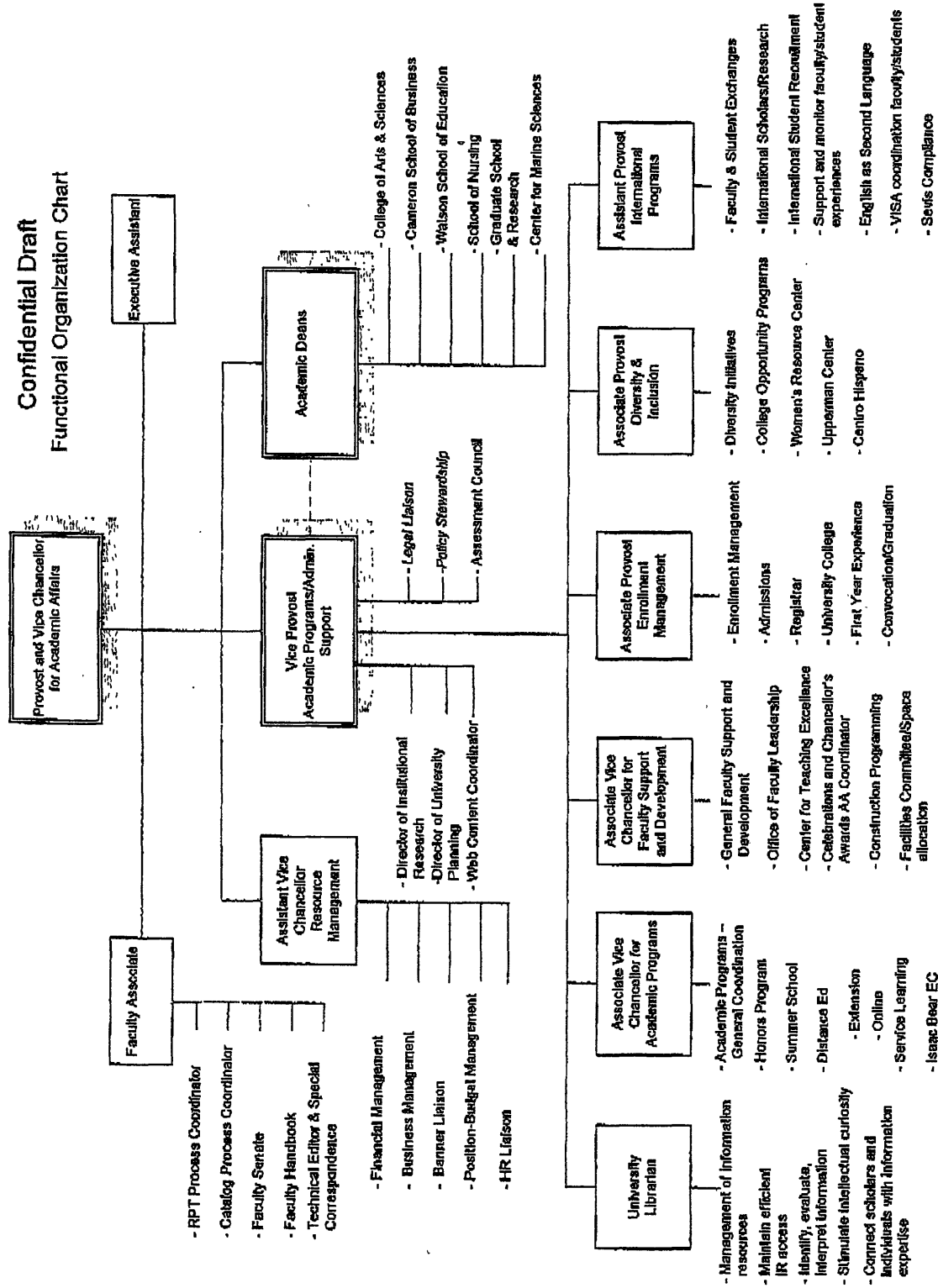
William A. Fleming  
Assistant to the Chancellor and  
Director of Human Resources

Attachments:

EPA Form 01  
Vice Provost Job Description  
Provost Office Organizational Chart

cc: Chancellor Rosemary DePaolo  
Provost Paul Hosier

# Confidential Draft Functional Organization Chart



UNC Wilmington  
SAAO Job Questionnaire

**Vice Provost for Academic Programs  
and Administrative Support**

**I. Provide an overview of the organization or grant proposal.**

*What is the unit's mission? How does it support the university's strategic goals?*

Academic Affairs is the central division for implementing the mission of the University of North Carolina Wilmington. Through effective academic policies, practices and programs, it provides leadership for excellence in teaching, scholarship and creative work as well as service to local, regional and global communities.

The division allocates resources to recruit and retain faculty scholars and to create a learning environment that encourages students to:

- think critically
- develop problem solving and communication skills
- foster an appreciation for all forms of scholarship
- value lifelong learning

In collaboration with other divisions of the university, Academic Affairs:

- supports technology-based instruction and learning both on campus and through distance education
- encourages intellectual inquiry across disciplines to promote innovation and discovery
- provides for the economic, social and cultural advancement of the greater Wilmington community through continuing personal and professional education
- coordinates academic strategic planning, teaching and learning philosophy and quality of academic life and services issues with students, faculty and faculty leaders

**II. Describe the primary purpose and principle responsibilities of the position including scope of institutional authority.**

The Vice Provost for Academic Programs and Administrative Support serves as the second senior and chief of staff to the Provost and Vice Chancellor for Academic Affairs and acts as interim in his/her absence. In this capacity, the position is responsible for providing vision, leadership, direction, and creative energy for utilizing the division's resources to accomplish its strategic goals relating to its mission of teaching, research, and public service. This officer has authority in both the academic and general operations areas.

Through his/her direct reports, the Vice Provost for Academic Programs and Administrative Support provides oversight for the effectiveness of programs and functions relating to 1) enrollment management and student success in the General College, 2) the assessment of academic programs, 3) university-wide diversity initiatives and resources, 4) international programs, 5) academic programs supporting student

learning, and 6) faculty support and development. In addition, this senior officer has review, planning and implementation responsibilities to be coordinated with deans, vice chancellors, and other campus leaders with the exception of those reserved by the provost or chancellor.

**III. Describe internal and external organizational relationships including supervisory responsibilities and key committees. *How many direct and indirect reports? On what committees is the individual expected to serve?***

The Vice Provost for Academic Programs and Administrative Support works closely with deans, vice chancellors, President of the Faculty Senate and other senior leaders, directors-managers, faculty and staff in executing the work of the university. In certain categories of operations and in certain role relationships (deans and VCs) he/she works as an agent of the Provost - executing his plans. The Vice Provost for Academic Programs and Administrative Support serves as permanent member of the Provost's Staff Council, the Senior Academic Council and the Academic Coordinating Council.

Position serves as the day to day operations officer to coordinate the work of the senior staff, which includes

- Associate Provost for Enrollment Management
- Associate Provost for Diversity and Inclusion
- Assistant Provost for International Programs
- Associate Vice Chancellor for Academic Programs
- Associate Vice Chancellor for Faculty Support and Development
- University Librarian.
- Director of University Planning
- Director of Institutional Research
- Web Content Coordinator

**IV. Describe required and preferred qualifications *What education and or degrees are required or preferred? What skill sets are necessary for success in the position?***

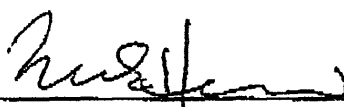

The Vice Provost for Academic Programs and Administrative Support must have extensive knowledge of upper level university/ college operations having served a minimum of seven (7) years in a senior leadership role in higher education. This officer must have served as an academic department chair, academic dean or comparable senior level officer. Excellent written and oral communications are a must. He/She must have demonstrated success in leading and managing complex organizations in a team oriented environment have a strong record of teaching success and scholarship and be suitable for appointment to the rank of full professor. International experience is helpful.

**V. Attach a proposed organization chart of division and department**

Attached

**VI. Complete the Americans with Disabilities Act (ADA) checklist**

On file in Human Resources.

Supervisor	<u></u>
Title	<u>Provost and Vice Chancellor for Academic Affairs</u>
HR Director	<u></u>
Date of Request	<u></u>
<b>HR DETERMINATION</b>	
POSITION #	<u></u> EFFECTIVE DATE <u></u>
<u>SAAO I</u> <u>SAAO II</u> <u>Instructional</u> <u>Research</u> <u>SPA(class/grade)</u>	
Rationale for Determination is attached.	