



PROVOST

POSITION DESCRIPTION

The Provost serves as the University's chief academic officer to preserve, develop, and promote the University's academic mission and vision. The Provost's principal obligation is to support, guide, and coordinate the academic and research units and their support systems in light of the University's mission and vision. Broad and comprehensive responsibilities include strategic planning; budgetary decision-making; program review and improvement; and the approval of faculty, administrator, and staff appointments in those areas under the Provost's direct supervision.

The Provost reports directly to the President and has the responsibility to replace the President in his/her absence with fully delegated authority. Positions reporting to the Provost include: The Deans of the five academic units; the Dean of University Libraries; Associate Provost for Academic Affairs and Learning Initiatives; Associate Provost for Faculty and Administrative Affairs; Associate Provost and CIO; Associate Provost for Graduate Academic Affairs; Associate Provost and Executive Director, University of Dayton China Institute (UDCI); Vice President of Enrollment Management and Marketing; Vice President for Research; Vice President for Diversity and Inclusion; Director of Budgets for Academic Affairs; and Executive Assistant to the Provost. The Provost also works in close collaboration with members of the President's Cabinet and President's Council.

The duties and responsibilities of the Provost include:

- Embody and foster the University's mission as Catholic, Marianist, diverse and committed to the education of whole persons and to linking learning and scholarship with leadership and service to others.
- Facilitate the integrated development and realization of the University's mission and strategic goals through leadership across the academic division; support, empower, and challenge leaders, faculties, and staffs in the academic units, the Research Institute, and the libraries to develop and achieve strategic goals that align with and extend the University's mission and vision; and oversee and approve planning, budgetary and personnel decisions in the academic units.
- Facilitate the articulation and implementation of a University-wide strategy for both welcoming and supporting diversity and the University's spirit of community.



- With the President and Vice President for Finance and Administrative Services, set the annual operating budget, monitor the University's financial resources, participate in all significant financial and operational decisions, and serve as a principal steward of the University's resources.
- In collaboration with the President, and through consultation with key constituents, lead the development and execution of the University's vision and the case statement for the academic division and cultivate those persons and institutions that want to sponsor and participate in the University's mission and vision.
- Work with the President, Vice President for Finance and Administrative Services, and other division heads to ensure that all non-academic units are appropriately supporting the teaching/learning, research, and engagement mission of the University.
- Facilitate the development of powerful and flexible information systems and support personnel to enable academic leaders and faculty to make effective and efficient decisions; promote effective and productive learning; conduct and disseminate significant research, and provide useful and insight service.
- Facilitate the development of consistently successful undergraduate, graduate and continuing education enrollment strategies.
- Facilitate the development and implementation of University-wide academic policies and procedures in collaboration with the Academic Senate, the Educational Leadership Council, the Provost's Council, and other appropriate groups.
- Facilitate the identification of internal and external, conventional and distinctive benchmarks and promote the achievement of the corresponding targets.
- Provide effective and efficient support services.
- Take leadership in and facilitate the development of local, regional, national and international partnerships, including those with the Church and other academic institutions.
- Work with the President, Vice President for Advancement, and others to cultivate and steward giving from individuals, foundations, and corporations for the University and its programs, faculty, and students.
- Chair the Provost's Council; serve on the President's Council; lead the Educational Leadership Council; serve on the Academic Senate; serve on the Board of Trustees – Executive and Academic Affairs Committees, and all other committees required by the Provost's position.



Minimum qualifications include:

Academic qualifications:

- Academic credentials (Ph.D. or terminal degree required) and accomplishments sufficient for an appointment as a full tenured professor.

Catholic higher education experience:

- Significant experience in Catholic higher education, preferably in leadership roles.
- Ability to demonstrate a commitment to the distinctive characteristics of Marianist universities.

Inclusive leadership:

- Commitment to the inclusive and collaborative leadership that is a hallmark of the University of Dayton.
- Ability to set a pace for deliberation and decision-making that is both inclusive and purposeful.
- Commitment to humility and servant leadership in a relationship-based culture.

Leadership and management experience:

- Successful experience in leading and managing a complex organization including demonstrated experience with strategic planning, and an ability to manage and allocate financial resources, align vision and resources, formulate priorities for philanthropic support, and foster internal and external partnerships with colleagues.

Successful pursuit of academic excellence:

- Demonstrated ability to advance the strength and stature of an academic area.
- Demonstrated ability to facilitate and support a curriculum that is pluralistic, inclusive and global.
- Demonstrated ability and experience in promoting research excellence.



Ability to foster and leverage diversity:

- Demonstrated successful efforts to enhance diversity and the ability to bring similar success across the University of Dayton.
- Proven ability to work effectively with complex and diverse cultures, backgrounds and perspectives.
- Demonstrated understanding of the challenges and needs related to creating and sustaining a diverse and inclusive learning community.
- Demonstrated knowledge of and accomplishments in articulating, constructing and implementing diversity-related policies, procedures and strategies that will enhance excellence at the University of Dayton.

Personal characteristics:

- Honesty and integrity, patience and quiet confidence.
- Candor and a strong internal moral compass.
- Personal generosity toward one's staff and colleagues.
- Optimism and excitement about change.
- A personal presence that is active, engaged and approachable.
- An ability to work as part of a collaborative team.
- Strong communication skills.
- Strong listening skills and the ability to engender trust.
- Wisdom and sound judgment.
- Good sense of humor.

To attain its Catholic and Marianist mission, the University is committed to the principles of diversity, inclusion and affirmative action and to equal opportunity policies and practices. As an Affirmative Action and Equal Opportunity Employer, we will not discriminate against minorities, females, protected veterans, individuals with disabilities or on the basis of sexual orientation and gender identity.