POSITION DESCRIPTION

Campus Provost and Executive Vice Chancellor

The Campus Provost and Executive Vice Chancellor (CP/EVC) reports directly to the Chancellor, serves as chief academic officer by providing vigorous academic leadership to the entire campus, manages the campus budget and day-to-day operations, serves as a member of the Chancellor’s Cabinet, and advises the Chancellor on all campus issues. The CP/EVC serves as the chief executive officer of the campus if the Chancellor is unavailable.

The CP/EVC provides leadership in the development of long-term academic plans and in the implementation of these plans. In conjunction with the Chancellor, the CP/EVC is responsible for articulating and implementing the campus vision and priorities, including an enduring commitment to achieving excellence through diversity of faculty, students, staff and ideas.

Working with a faculty committed to a culture of excellence in teaching and research, the CP/EVC has the opportunity to build on UC Santa Cruz’s commitment to a personalized, living-learning environment. The CP/EVC is challenged to further expand the diversity of UC Santa Cruz students and employees and to develop and enhance a campus community that values and celebrates the varied contributions of its members. With the CP/EVC’s leadership, the campus will face its challenge of increasing and diversifying its resource base through more aggressive pursuit of grants and generation of additional private funds.

Academic and administrative units currently reporting directly to the CP/EVC or jointly to the CP/EVC and the Chancellor include: Academic Affairs; Graduate Studies; Undergraduate Education; Silicon Valley Initiatives; Arts Division; Baskin School of Engineering; Humanities Division; Physical and Biological Sciences Division; Social Sciences Division; Business and Administrative Services; Information Technology Services; Planning and Budget; Research; Campus Life; Student Success; University Relations; University Library; Academic Personnel, and the CP/EVC immediate office.

The CP/EVC is the highest decision-making authority, below Chancellor, on the UC Santa Cruz campus and responsibilities include:

- Oversees, directs, and administers the campus budget under general guidelines from the Chancellor and is responsible for overseeing all campus operations
- Serves as a liaison to the Santa Cruz Division of the Academic Senate
- Identifies, nurtures, and grows key research and academic programs for campus investment in cooperation with the Academic Senate
- Works with the academic deans to recruit and retain top faculty and to offer opportunities for faculty development; ensures fair and equitable faculty merit, promotion, and tenure processes; directs the planning, coordination, implementation and review of academic personnel policy
- Works with the Vice Chancellor for Research to advance the campus’ research agenda, to achieve national and international recognition for research excellence, and to enhance the student research experience
• Works with academic and administrative leadership to increase partnerships in Silicon Valley as UC Santa Cruz continues to establish itself as the UC campus for Silicon Valley
• Works with academic and administrative leadership on matters related to student success through student support programs, learning experiences, and the vitality and quality of student life
• Works with the Vice Chancellor for Planning and Budget in conjunction with the academic deans and members of the senior management group in budget planning, fiscal accountability, and general policy development
• Provides UC “systemwide” committee service as required

The following qualifications and characteristics are critical for the CP/EVC position

1. Substantial demonstrated administrative leadership for both academic programs and operations in a research university or comparable setting
2. National or international distinction as a scholar, researcher/practitioner and educator with the accomplishments expected for appointment as a tenured full professor at the University of California
3. Success leading, managing, and representing academic units outside of personal area of expertise
4. Demonstrated ability to communicate effectively with administrators, faculty, students, and staff in an environment of shared governance
5. Appreciation for the mission and responsibilities of a university serving a multi-ethnic state and a demonstrated commitment to diversity
6. Respect for differences of opinion and points of view and experience and skill in consulting with multiple constituencies including those with whom you disagree
7. Ability to make, implement, and productively communicate reasons for difficult decisions
8. Experience in comprehensive academic planning and understanding its impact on research and undergraduate/graduate students
9. Experience with resource allocation and skill in budget and fiscal oversight
10. Experience with academic personnel processes
11. Skill to supervise and manage senior personnel – hiring, team building, performance management, problem-solving skills

In addition to necessary skills listed above, the following qualifications and characteristics are important to CP/EVC position:

12. Preferred experience at dean, vice chancellor, vice provost, or program director level
13. Experience with undergraduate and graduate education
14. Understanding of the research mission of the campus
15. Experience with development/fundraising efforts
16. Experience providing leadership in times of growth and austerity
17. Understanding of higher education in the context of a research university-how political, social, and economic forces shape higher education
18. Experience interacting with the systemwide offices and officers if previously part of a multi-campus institution
19. Understanding of capital projects and skill with other aspects of long-range financial planning
20. Knowledge of the represented employee groups
21. Familiarity with or ability to understand emerging technologies and their implications for academic and administrative functions

CP/EVC is a full-time Senior Management Group (SMG) staff position with an underlying professional appointment covered by academic policies.

Special Conditions of Employment

- Successful background check
- Financial disclosure requirements of the California Reform Act of 1974
- Annual disclosure of outside professional activities
- Mandatory trainings as required by the University of California
- Successful appointment to a tenured faculty position at UC Santa Cruz

2/22/2016