

UNIVERSITY OF DALLAS

Job Number: 11728UD

Provost

Date Posted: November 19, 2021

JOB DESCRIPTION

The University of Dallas is dedicated to the pursuit of wisdom, of truth, and of virtue as the proper and primary ends of education (see the University of Dallas [Mission](#)). As the principal academic and student life leader, the Provost works with the University's leadership team, faculty, and staff to foster excellence in undergraduate and graduate programs as well as in student life, and to ensure that the University's academic offerings and student life expressions manifest the University of Dallas's commitment to excellence in liberal education and fidelity to the teachings of the Catholic Church as specified in [Ex corde Ecclesiae](#). The Provost is responsible for the administration, direction, integrity, and quality of its academic and student life programs, for the recruitment and development of the University faculty, and the allocation of instructional, academic, and student life support resources. The Provost maintains and strengthens the University's distinctive academic and student life programs while providing steady, committed, collaborative, and creative leadership.

PRIMARY RESPONSIBILITIES

- Bears responsibility to promote the University's dedication to excellence in education as a premier Catholic liberal arts university, one celebrated for its integrated core curriculum, outstanding majors and graduate programs, and fidelity to the Church's vision for Catholic universities as articulated in *Ex corde Ecclesiae*.
- Oversees, in collaboration with the relevant deans and the chief of staff, the development and implementation of academic and student life strategic planning. Provides academic input to institutional enrollment management efforts.
- Directs all matters relating to curriculum and instruction and student affairs in the University. This includes, but is not limited to, reviewing proposed curricular and programmatic changes and enhancing the quality and integrity of undergraduate and graduate programs through ongoing review, assessment, and enrichment.
- Oversees faculty and academic and student life staff recruitment, selection, and development activities. Supervises faculty position analysis and search processes. Serves as chair of the Rank and Tenure and Faculty Development committees.
- Develops and administers appropriate academic affairs and student life personnel policies. Provides advisory recommendations to the President on all academic appointments, tenure, and promotion matters and ensures that such processes comply with the terms of faculty agreements and with University policies and procedures.

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- Develops overall academic budget proposal for personnel, operating, and capital funding. Allocates approved budgets to academic and student life units and monitors and adjusts budgets as necessary. Recommends salary increases for faculty and academic staff.
- Works closely with the academic and student life deans to ensure that all current and future academic and student life programs manifest the University's Catholic educational mission. Works to increase funding opportunities and develop high-profile initiatives that build on the University's strengths.
- Acts as the University's representative to all external entities relating to academics such as accreditation agencies, higher education associations, and state and federal education agencies.

MINIMUM REQUIREMENTS

- Terminal degree in a discipline within one of the University of Dallas's academic programs.
- Record of academic and scholarly achievement sufficient to earn qualification for appointment as a full professor with tenure.
- Demonstrated record of significant academic, administrative experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to excellence in the liberal arts and professional programs.
- Demonstrated academic leadership, open and collegial administrative style supporting the ability to work effectively with the faculty, staff, students, deans, senior administrators, and trustees.
- Excellent communication and interpersonal skills.
- Strong organizational and management skills.
- Ability to plan and manage resources, time, and activities for multiple complex projects; skills necessary for problem resolution.
- Ability to formulate and articulate sound policies and demonstrated ability to identify, resolve, and consult on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities.

ADDITIONAL INFORMATION

- Presides at faculty meetings and presents to the faculty all major matters and problems concerning the academic life of the University.
- Serves as chair of the Council of Deans and Chairs, the Rank and Tenure Committee, and Faculty Development Committee. Serves as an ex officio member of the University Council and Faculty Senate. Serves on the President's Cabinet.

APPLICATION

Those who are interested in applying, please submit a CV with three to five references (none of whom will be contacted without permission) and a cover letter addressing your qualifications in relation to

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both the job description and the [Mission statement](#) of the University by Friday, January 7, 2022, to University of Dallas's Human Resources [application portal](#).

While applications and nominations will be accepted until a successful candidate is appointed, priority consideration will be given to complete applications received by this date. Please address any questions about the post, including any nominations, or the process to provostsearch@udallas.edu. All inquiries, nominations, and candidacies will remain confidential until the on-campus visit phase of the search when the finalists are made public.

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.