

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**MANAGEMENT CONFIDENTIAL**

**POSITION TITLE**

Assistant Provost

**GRADE**

5

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**ORGANIZATIONAL UNIT**

Provost's Office

**REPORTS TO**

Associate Provost

**APPROVED BY**

**SUMMARY**

Assists the Provost's Office to continually improve teaching and learning on campus, especially through supervision of adjunct teaching faculty, classroom observations of faculty, development of the master course schedule, intake and handling of student complaints and grade appeals, and review of teaching materials and approaches. The Assistant Provost also supports the Provost's Office the following: review of existing and potential future academic programs, including budget and assessment review; oversight of the College Teaching Center; grant proposals and submissions; assessment of the Academic Plan; coordination of academic events; coordination of communications and contracts; and open educational resources (OER).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts classroom observations to assist Provost's Office with evaluation of faculty as needed. Assists in tracking observations, promotions, and seniority of faculty. Coordinates student evaluation process and reviews results.
2. Recruits, hires, and supervises segments of adjunct teaching faculty, including evaluation of classroom performance.
3. Develops the master course schedule each semester in collaboration with the Associate Provost, the Registrar and academic chairs.
4. Assists Provost's Office in review of academic programs and departments, including budget and assessment. This may include review Program Review documents, annual Chair Reports, and annual assessment outcomes.
5. Assists the Provost's Office in assessment and revision of the Academic Plan, including how it relates to Strategic Planning and Middle States Accreditation.
6. Assesses and improves instruction methods through review of course outlines (every semester), the Teacher Handbook (annually), course fees (annually), textbook selection process (every semester), and review of course observation tools (as needed). Assists the Provost Office in analyses and continual improvement of remote/online learning.
7. Designs, conducts, and implements research projects in collaboration with administrators, faculty, and staff to support effective data-informed decision making that impact the College at the highest levels. Must have the ability work independently on projects as needed and to lead large groups on key tasks.
8. Assists with Labor-Management committees and negotiations as needed, with an emphasis on work with Adjunct Association.
9. Coordinates grant proposals related to the Provost Office, including Perkins and SUNY grants.

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10. May assist Provost in review of waivers, appeals for special consideration, and requests for credit overloads.
11. Performs intake and tracking of student complaints and grade appeals. Meets with students to address academic issues and handle concerns. Works directly with faculty to resolve issues. Displays high levels of communication and human relation skills to handle sensitive and/or contentious student concerns and complaints.
12. Acts as OER Liaison for the Provost's Office, including creation/authorization of OER contracts.
13. Coordinates communications and contracts from the Provost's Office.
14. Provides review and oversight of the College Honors Program.
15. Coordinates major academic events on campus, including Graduate of Note Ceremony.
16. Responsible for the creation of the Academic Calendar.
17. Provides oversight for the College Teaching Center, including budget review.
18. Assures the effective use of human resources by recommending, hiring, disciplinary, and other administrative actions, together with training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local equal employment/affirmative action laws, regulations, and collective bargaining agreements.
19. Serves on Academic Council, the Assessment Committee, and other College Committees and performs other related tasks as assigned.

**SUPERVISION**

Types Supervised (check each category):

\_\_\_\_\_ Classified Staff  
\_\_\_\_\_ Administrative  
\_\_\_\_\_ Faculty  
 Adjunct faculty, students, etc.

Indicate number in each category:

\_\_\_ # of Classified Staff  
\_\_\_ # of Administrative  
\_\_\_ # of Faculty  
50-150 # of **Adj. faculty**, students, etc.

**MINIMUM QUALIFICATIONS**

Masters Degree with minimum of 5 years' experience in instruction and academic research or academic administration.

**PREFERRED QUALIFICATIONS**

Doctorate or other terminal degree. Experience with supervision, assessment, strategic planning, grant writing, appropriate software (databases, spreadsheets, etc.), and/or budgeting. Community College administrative and/or teaching experience.