

TOMPKINS CORTLAND COMMUNITY COLLEGE
MANAGEMENT CONFIDENTIAL

POSITION TITLE

Assistant Provost

GRADE

3

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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 classroom observations of faculty, 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). Responsible for the supervision of the Faculty Suite Secretaries.

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. 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.
3. 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.
4. Assists Provost Office in review of academic programs, including budget and assessment. This may include review Program Review documents, annual Chair Reports, and annual assessment outcomes.
5. Assists the Provost Office in review assessment of the Academic Plan, including how it relates to Strategic Planning.
6. Assists in Coordinating grant proposals related to the Provost Office, including Perkins and SUNY grants.
7. Supervises the secretarial support of the faculty suites. 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.
8. Acts as OER Liaison for the Provost's Office, including creation of OER contracts.
9. Coordinates communications and contracts from the Provost's Office.
10. Provides review and oversight of the College Honors Program.
11. Coordinates major academic events on campus, including Graduate of Note Ceremony.
12. Responsible for the creation of the Academic Calendar.
13. May assist Provost in review of waivers, appeals for special consideration, and requests for credit overloads.

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- 14. Provides oversight for the College Teaching Center, including budget review.
- 15. Serves on Academic Council, the Assessment Committee, and other College Committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

 X Classified Staff
 Administrative

 Faculty
 Non-credit adjunct faculty,
students, etc.

Indicate number in each category:

 2 # of Classified Staff
 # of Administrative

 # of Faculty
 # of Non-credit adjunct 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.