

## **Executive Vice President and Provost**

- A. The Executive Vice President/Provost is ultimately responsible for all academic matters of the University and acts on behalf of the President in his absence in all areas of the University.
- B. The essential functions and areas of responsibility of the VPAA include: Supervision of all academic programs, courses of study and class schedules.
- C. Approval and certification of all degree candidates.
- D. Recommendation to the President of all appointments, promotions and tenure of faculty members.
- E. Supervision of the Library, its holdings and operation; Supervision of the Office of the Registrar.
- F. Supervision of the Graduate Programs.
- G. Supervision of the Office of Student Engagement and Success Center.
- H. Supervision the Office of International Programs.
- I. Preparation and approval of all academic and academic support budgets; Supervision of Institutional Effectiveness and Research.
- J. Supervision of the College of Arts and Sciences, the College of Business, the College of Adult and Professional Programs, the School of Education, and the School of Nursing through the respective Deans.
- K. Serves as a member of the Executive Council and reports directly to the President.
- L. Other duties as assigned.