



Interim Provost and Chief Academic Officer

Florida Atlantic University is conducting an internal search to fill the position of Interim Provost and Chief Academic Officer and invites applications and nominations for this position. The Interim Provost will report directly to the Interim President and will provide leadership for the Office of Academic Affairs. The Interim Provost will assist the Interim President with developing and formulating programs and policies within the area of academic affairs and will have responsibility for academic budgets, university accreditations and implementing outcomes assessment for all academic programs, student services, and support services. The Interim Provost will oversee recruitment, evaluation, promotion and tenure of faculty, and support faculty enrichment and development in teaching, scholarship, and research. The Interim Provost will work closely with faculty and administration to strengthen the environment of collaborative decision making and shared governance, and will work with the University community to develop and implement a unified academic vision that will lead all academic programs to higher levels of excellence. Those reporting to the Interim Provost and Chief Academic Officer will include the academic deans of the University's ten colleges, staff members of the Office of Academic Affairs, and those who lead various other academic components of the University.

Responsibilities:

- Responsible for the general academic and administrative functions of the University; serves as the Chief Academic Officer
- Responsible for the development of policies and guidelines involving the academic and/or administrative affairs of the University
- Responsible for the development and administration of the University budget in support of academic/research programs
- Assists with negotiations involving administrative officials, representatives of business, community and civic groups to promote the educational, research and public service objectives and policies of the University
- May represent the University on state and national councils and committees on matters related to the overall function of the University, particularly as they affect the state of Florida
- Advises the Interim President on matters related to the academic function of the University
- Serves as a member of appropriate policy and advisory committees

Required Qualifications

- Tenured full professor at Florida Atlantic University with a Ph.D or other terminal degree with a record of teaching and scholarship
- A minimum of four years of administrative responsibilities and experience at the level of dean, associate provost or above

Desired Qualifications

- Experience in operational leadership and management of a complex academic organization
- Understanding of current and future challenges in the area of academic affairs
- Understanding of the operations of the Office of the Provost
- A strong record of leadership and the ability to think strategically, prioritize effectively, and act decisively
- Experience fostering partnerships between a university and the region it serves
- An effective communicator, collaborator and team builder
- Experience developing and overseeing academic programs that increase high-quality student access and enrollment
- Experience in and appreciation of a shared governance environment
- A strong commitment to the mission of the University, including support for the University's emphasis on community and diversity, lifelong learning and public service

Application Process

Applications for the position of Interim Provost and Chief Academic Officer may be sent to the chair of the Staff Advisory Group for the Provost. Please direct a one to two page letter of interest which includes a description of your qualifications and your administrative experience and background and a current CV suitable for this position to **Dr. Michael Moriarty**, chair, Staff Advisory Group for the Provost, at moriarty@fau.edu by **Wednesday, August 26th**. Open forums for the University community to meet with the top candidates will be held during the first two weeks of September. After reviewing the feedback from the various constituencies, the Staff Advisory Group for the Provost will provide information on those individuals with the required qualifications to the Interim President who will make the final decision. Any questions regarding this process may be directed to the chair of the Staff Advisory Group for the Provost. Members of the Staff Advisory Group for the Provost include Dr. Eric Shaw, Professor and Chair, Marketing, Barry Kaye College of Business, and Dr. Manjunath Pendakur, Dean, Dorothy F. Schmidt College of Arts and Letters. The appointment of Interim Provost and Chief Academic Officer will begin effective October 1, 2009.