**University of Maine**

**Position Description**

**Title:** Associate Provost for Student Success and Strategic Initiatives

**Department:** Academic Affairs

**Reports To:** Executive Vice President for Academic Affairs and Provost

**Date:** December 15, 2020

**Purpose:** The Associate Provost for Student Success and Strategic Initiatives will assist the provost in managing and leading student success and retention initiatives. This will include strategically aligning and advancing our student success efforts from Early College, summer offerings, Experiential Programs Innovation Central (EPIC), Center for Undergraduate Research, to the Harold Alfond Foundation supported UMS TRANSFORMS Research Learning Experiences, Gateways to Success, and Pathways to Careers initiatives.

**Essential Duties and Responsibilities:**

* Strategic and operational leadership of Student Success Initiatives
  + Assist the provost in the implementation of student success initiatives to align educational experiences with purposeful work and career success
  + Work in a range of contexts with the deans and associate deans, Associate Provost for Lifelong Learning, Associate Provost for Academic Affairs and Faculty Development, UMM Assistant Vice President for Academic Affairs, Vice President for Research and Dean of the Graduate School, Vice President for Enrollment Management, University of Maine System leadership, other senior administrators, external partners/vendors (including the Roux Institute), faculty, and staff
  + Ensure that student success initiatives are free from any implicit or structural bias that contributes to racial and ethnic equity gaps in retention and graduate rates
  + Ensure that the University of Maine is a rewarding place to live, learn, and work by sustaining an environment that is diverse and inclusive and fosters the personal development of all its stakeholders
* Oversight of student success and strategic initiatives
  + Advance student success, manage the implementation of curricular innovations, expand research learning experiences as a foundational element of undergraduate education, and advance strategic initiatives
  + Work with the Deans Council, associate deans group, Division of Research, Faculty Senate, advising staff, Student Affairs, Enrollment Management, the Career Center, and other campus partners on advancing student success initiatives
  + Work with the Faculty Senate’s General Education Committee on programmatic and policy initiatives
  + Work with appropriate faculty, staff, and administration to scale student success initiatives to UMS campuses
  + Work with the Office of Innovation and Economic Development to facilitate research experiential learning efforts and outcomes with a network of partners from Maine business and industry, non-profits, communities, municipalities, and state/local government
  + Build a network of partners from Maine business and industry, non-profits, communities, municipalities, and state/local government that facilitate research experiential learning efforts and outcomes
* Research Learning Experiences
  + Work with the Office of the Vice President for Research and Dean of the Graduate School to align and advance Experiential Programs Innovation Central (EPIC), Center for Undergraduate Research, with the Harold Alfond Foundation supported UMS TRANSFORMS Research Learning Experiences initiative
  + Work with faculty and appropriate administration to develop standards and criteria for courses to be designated as research learning experiences
  + Work with faculty and the Assistant Provost for Institutional Research and Assessment to build and oversee assessment and evaluation system to examine student learning, outcomes, and benchmarks
* Gateways to success
  + Work with the Associate Provost for Lifelong Learning on alignment of summer and winter session offerings to support success in STEM skills and concepts and assess success of students over time
  + Work on initiatives to decrease the DFWL rate and work with appropriate faculty, staff, and administrators to scale UMS-wide through the Harold Alfond Foundation supported UMS Transforms initiative
  + Work with faculty leaders and administrators in the development, updating, and maintenance of tailored Gen Ed pathways and work with appropriate faculty, staff, and administrators to scale UMS-wide through the Harold Alfond Foundation supported UMS Transforms initiative
* Pathways to careers
  + Work with campus stakeholders and UMS personnel to advance student career readiness through meaningful internships and other initiatives
* Oversight of undergraduate education
  + Advance student success, manage the curriculum review and approval process, support effective policy, secure and deploy appropriate instructional resources, assist with faculty development, and further the institution’s mission of providing high-quality academic and cultural experiences for all students
  + Work with external partners to advance 4+1 programs, bridge program, early college, etc.
  + Work with the associate deans’ group, Student Records, Student Financial Aid, Bursar’s Office, Institutional Research and Assessment, and other campus partners on seat projections/allocation, course scheduling, academic administrative policy, academic planning, program articulation agreements, credit transfer, and student academic action, including probation, suspension, and dismissal
  + Oversee the University Program and Curriculum Committee (UPCC) on the review and approval of new and modified courses, new certificates and minors, new degree programs (with the PCRRC), course sunsetting, and learning outcomes
  + Work with the Faculty Senate’s Academic Affairs Committee on programmatic and policy initiatives
  + Work with the Vice Presidents for Research and Enrollment Management to support domestic and international recruitment and enrollment
  + Work with the provost, Associate Provost for Lifelong Learning, deans and associate deans, Marketing and Communications, and others to support core components of the Think 30 initiative, including Winter Session, the colleges’ first-year student success courses, seat allocation, and related projects
* Serve on Innovation and Economic Development committee
* Represent Academic Affairs on various committees as assigned

**Knowledge and Skills Qualifications:**

**Required:**

* Ph.D./Ed.D.
* Commitment to equity and inclusive excellence in all forms
* Excellent communication skills
* Evidence of a collaborative work ethic
* Demonstrated record of scholarship

**Preferred:**

* Demonstrated skill working effectively with stakeholders who carry diverse interests, aims, and perspectives
* Previous success in finding, negotiating, or inventing good solutions to complex problems
* Demonstrated consistent, measurable progress toward short- and long-term goals against the backdrop of a continuously changing environment
* Previous success in grantsmanship
* Demonstrated experience in financial and personnel management

**Supervisory Responsibilities:** Position has responsibility for supervising a number of professional positions.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Work outside of normal business hours will be necessary in order to complete the requirements of the position.

**Work Environment:** Work is performed in a typical office environment. Workload priorities may need to be shifted and schedules changed in order to meet multiple deadlines.

**Position Type:** Ongoing, base-budgeted.

**Work Year:** Full-time, 12-month work year.

**Schedule for Evaluation:** Appointments to the Management Group are at-will and may be terminated with or without cause. A written agreement at the time of initial appointment to positions in the Management Group shall include the duration of the appointment, which shall not exceed 3 years, and shall include a specified probationary period, which will normally be at least 12 months. After the initial term, subsequent appointments will be at-will and may be indefinite or for a term appointment of up to 3 years for purposes of reappointments and major performance reviews.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety, Workplace Violence, and Sexual Harassment.