



**UNIVERSITY of the SOUTHERN CARIBBEAN**  
**Royal Road, Maracas, St. Joseph**

**CAREER OPPORTUNITY**

Applications are invited from suitably qualified individuals *for* the following position:

**PROVOST**

**JOB SUMMARY**

The **Provost** is the chief academic officer of the University, providing primary administrative leadership, direction, and evaluation of all academic activities and faculty affairs of the University. As chief academic officer, the Provost carries broad responsibility for the university's academic programs, goals and excellence. The Provost conducts the duties of the Office of President of the University when the President is unable or unavailable. The Provost encourages and fosters team activities of the Division and maintains the strategic pillars of the University. A high level of confidentiality is required for this position. He or she reports to the President.

**SCOPE OF ROLE**

Planning, organizing, leading and coordinating all areas pertaining to academic programs and activities in furtherance and support of the university's mission and strategic objectives.

**AREAS OF RESPONSIBILITY**

The Provost provides overall leadership to the following Schools/Departments:

- School of Graduate Studies & Research
- School of Distance Education
- School of Theology & Religion
- School of Sciences, Technology & Allied Health
- School of Business & Entrepreneurship
- School of Education & Humanities
- School of Social Sciences
- University Registry

- Department of Library Services
- Student Advisement Centre

## **COMMON RESPONSIBILITIES AND FUNCTIONS**

- Assists the President so that the Office of the Provost is an extension of the President's Office.
- Serves as a senior advisor to the President. Provides advice on all matters to the President and assists the President in the formulation of overall organizational objectives and makes recommendations to the President regarding plans, policies, and procedures in his or her area of delegated responsibility.
- Assists with university governance as appropriate.
- Obtains from the Board through the President, in writing, specific designation of areas of responsibility, broad and specific delegation of authority for these responsibilities, and to ensure that these responsibilities are exercised in conformity with the stated policies and procedures of the University administration.
- Respects the authority and areas of responsibility assigned to others by the President and works with them as equals as they cooperate in performing related functions.
- Equips the Office of the Provost and collaborates with the Department of Human Resources in staffing to accomplish the assigned responsibilities, subject to conference with the President and approval of the Board, and in cooperation with others, to develop appropriate position descriptions for those under his or her supervision.
- Manages the performance management process of the Division, ensuring that the established processes, rules and guidelines are achieved as outlined by Human Resources.
- Prepares, as requested by the President, the regular reports and special reports for the Office of the Provost.
- Supervises the general office of the Division to achieve efficiency.
- Schedules meetings with the Division staff, and Direct Reports weekly and monthly to keep staff abreast of plans, changes, and decisions of the University and Division.
- Develops and is responsible for a sound administration capable of performing in an effective and satisfactory manner, those responsibilities of the span of control which have been assigned to him or her by the President.

## **DUTIES AND RESPONSIBILITIES**

- Fosters intellectual growth, student learning, and scholarly and creative activities by providing academic strategic planning, administrative leadership, direction, and evaluation for all academic activities and faculty affairs at the University.
- Develops and implements strategies to enrich student success, including academic scheduling, students' classroom, research, and extracurricular experiences at both undergraduate and graduate levels.
- Provides leadership to strengthen articulation and collaborative activities with other higher education institutions, as well as public agencies, business, and industry.
- Oversees academic policy and administration, provides leadership in these areas, and advising the President on these matters.
- Implements the strategic academic vision by authorizing faculty appointments, reappointments, salaries and raises, ranks, promotions, and tenure decisions to the President.
- Oversees the faculty evaluation process; and reviews student feedback for the primary purpose of formative evaluation.

- Works closely with the Associate/Assistant Provost in implementing and evaluating major research initiatives of the University.
- Works with the Vice President for Student Services & Enrolment Management in addressing the educational support needs and extra-curricular priorities for students, and with the other Vice Presidents and senior leadership of the University in coordinating and overseeing the overall mission of the University.
- Promotes excellence in teaching and scholarship and the increased use of technology in teaching and administration.
- Promotes the following core values: ethics, shared governance, teamwork, collegiality, transparency, empowerment with accountability, and leads out in diversity.
- Reviews and approves articulation agreements.
- Sets and maintains the university's standards for recruitment, admission and graduation.
- Oversees program assessment and accreditation, ensuring proper accreditations are completed; prepares reports for accrediting bodies, and coordinates the university's relationships with accrediting bodies.
- Oversees the maintenance and publication of official documents issued by the Office of the Provost, these are, the University Bulletin and the Working Policy.
- Serves as a positive change agent for areas of the University where change will strengthen the university's ability to fulfil its mission.
- Performs other assigned duties as the President may authorize or request.

#### **Schools**

- Provides leadership in all areas of the administration of the Schools by overseeing program development, budgets, and facilities of all academic and academic support units.

#### **University Registry**

- Oversees the overall function of the University Registry as the central support service that provides high quality and technologically advanced administrative systems to facilitate the student journey from enrolment to conferral, in the areas of enrolment, programme management, records, academic appeals, and graduation.

#### **Department of Library Services**

- Oversees the overall function of the Library Services to provide resources and activities to address the information needs of users, these are, circulation services, reference services, online information services, inter-library loans and information literacy training.

#### **Student Advisement Centre**

- Oversees the overall function of the Student Advisement Centre, targeting the needs of students at different points in their academic career allowing for clarification, assessment and monitoring of a student's academic progression; and empower students to gain skills and values needed for career success and personal fulfilment through academic advising.

### **COMMITTEES**

Serves as a member of the following committees:

- President's Council/Cabinet
- University Board of Directors
- Board Academic Affairs and Planning Committee
- Administrative Council
- Internal Finance Committee

- Facilities Committee
- Accreditation Committee
- Curriculum Committee
- Thesis Defense Committee
- Graduate Council
- Colloquium Committee
- Other committees by appointment of the President or invitation

Chairs the following committee:

- Academic Council
- Deans' Council
- Academic Policies Committee
- Graduation Steering Committee
- Registration Committee

## **QUALIFICATION AND EXPERIENCE**

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Doctorate in a related field from an accredited institution.
- Minimum of seven (7) to ten (10) years in higher education and demonstrated successful record in education administration.
- Academic credentials consistent with the rank of professor as demonstrated by a distinguished record of teaching, scholarly publications, and/or creative accomplishments that exhibit commitment to academic excellence is required.
- Experience in strategic planning, assessment of program effectiveness, and development of policy to enhance academic units within the University and with national accrediting bodies is required.
- Collaborative and collegial management style and willing team member.
- Evident high personal and professional integrity and commitment to diversity.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of strategic planning and implementation, budget preparation, monitoring and administration.
- Knowledge and understanding of current higher education issues, trends, and future conversations.
- Knowledge and understanding of demographics affecting higher education and ability to articulate challenges and opportunities for the University community.
- Knowledge of instructional pedagogies, learning styles, and current research in the field.
- Knowledge of instructional programming for academic education programs and technologies for enhancement of teaching and learning.
- Knowledge of, and ability to practice sound supervisory principles, practices and techniques.
- Ability to communicate effectively, verbally and in writing, and to relate to others in a professional and helpful manner.
- Ability to make difficult decisions in a timely, thoughtful, and evidence-based manner.
- Ability to analyse problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes.

- Ability to work within an open and team environment using collaborative approaches.
- Ability to focus faculty and staff toward student learning and motivate and inspire faculty and staff.
- Ability to work effectively within a diverse, multi-cultural setting serving a multi-campus environment.

## **OTHER REQUIREMENTS**

- Visionary leader who recognizes and understands trends in higher education.
- In-depth understanding of the North American/Caribbean Education and Accreditation environments and systems.
- Committed to high moral, spiritual and ethical standards of the Seventh-day Adventist Institution.

*Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:*

**THE DEPARTMENT OF HUMAN RESOURCES  
UNIVERSITY of the SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD**

Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)

**The position is open until filled. For full consideration, please apply by September 16, 2022.**

**The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.**