



Position Title: Provost and Vice-President (Academic)

Approved November 2012 and reviewed March 2020.

Purpose:

Reporting directly to the President, the Provost and Vice-President (Academic) is the Chief Operating Officer of the University of Alberta, and is responsible for institutional planning and administration in all aspects of the academic operations, involving students, academic and support staff, alumni, members of governance committees, and staff associations. The Provost and Vice-President (Academic) [hereinafter referred to as the “Provost”] is also the Chief Academic Officer of the University and leads the conceptualization, development, implementation, and continuous improvement of academic programs and services.

Without restricting the generality of the above statement and in accordance with Article 82(2) of the Post-Secondary Learning Act, the Provost and Vice-President (Academic) has the following powers, duties and functions as assigned by the Board of Governors on the recommendation of the President:

Key Accountabilities:

- Creates an atmosphere which contributes to excellence in the endeavours of the institution and leads the University-wide community at all levels to promote the University's core values and highest academic standards.
- Collaborates with the President and leads a team of Vice-Presidents in ensuring respective portfolios and operations are aligned with University strategic planning and priorities.
- In collaboration with the President, ensures the overall effectiveness of the University through contact with and/or participation in various orders of government and with other councils and organizations involved in higher education at the provincial, national and international levels as well as other external agencies.
- As Chief Operating Officer, chairs executive committee meetings relating to operational issues such as the development and review of documents for the Alberta Government planning cycle, the budgeting process and budget of the University, and all matters of a significant nature which have an impact on the University as a whole.
- As Chief Operating Officer, develops and maintains strong working relationships with the University's two staff associations (the Academic Staff and the Non-Academic Staff Associations) and two student associations (Students' Union and Graduate Students' Association).
- As Chief Academic Officer, fosters academic excellence that will further the reputation of the University of Alberta as a leader in teaching, research and community service. Leads the



development of an Academic Plan for the University of Alberta. Oversees all matters with respect to academic staff affairs, academic programs and student affairs.

- Leads the continuing dialogue on fees and tuition for the University. Proposes changes to fees and tuition based on present and future University requirements. Delegates, as required, responsibilities with respect to fees and tuition to the University Registrar. Maintains the authority to waive fees and tuition where appropriate.
- Creates an atmosphere within his/her portfolio which motivates staff members and fosters leadership to provide their maximum contribution to the institution.
- Builds a senior team (Vice-Provosts and Deans) within his/her portfolio committed to fulfilling the vision, goals and priorities necessary to ensure the long-term success of the Portfolio and the University. Cultivates key capabilities and competencies within his/her portfolio to identify and encourage the development of future leaders.
- Participates as an active member of the President's executive committee to establish institutional vision and goals, and to effectively communicate and organize to achieve those goals.
- Maintains a professional reputation which preserves the values and standing of the University and permits him or her to effectively represent the many achievements of the University both internally and externally.
- As a member of senior administration, participates actively on Board and other committees relating to the areas of mandated responsibility.
- Carries out other responsibilities as set out in policies and procedures approved by GFC and/or the Board of Governors.
- Serves as the Acting President in the absence of the President, or when the Presidency is vacant or when the President is unable to act.