

**POSITION DESCRIPTION**  
**CALIFORNIA STATE UNIVERSITY, LONG BEACH,**  
**PROVOST AND SENIOR VICE PRESIDENT OF ACADEMIC AFFAIRS**

CSULB is a diverse, student-centered, globally-engaged public university committed to providing highly-valued undergraduate and graduate educational opportunities through superior teaching, research, creative activity and service for the people of California and the world. CSULB envisions changing lives by expanding educational opportunities, championing creativity, and preparing leaders for a changing world (*Mission and Vision, 2007*).

*The successful candidate will provide leadership to the CSULB campus community by:*

- supporting the development of education policy that includes appropriate standards for matriculation, graduation, and evaluation of student success;
- engaging our university-wide commitment to shared governance by working in conjunction with the Academic Senate and other established governing bodies;
- providing leadership in the promotion of campus diversity goals and programs through demonstrated experience and active leadership with emphasis on equity and diversity for faculty and administrative appointments;
- engaging in collaborative efforts with constituencies on and off campus; and
- providing leadership and encouragement to enhance private philanthropic support for campus-wide academic initiatives and advancement.

*Oversight responsibilities include:*

- leading the Division of Academic Affairs, which encompasses associate/assistant vice presidents and administrative staff, and academic deans and directors;
- supervising personnel and employee relations within the Division of Academic Affairs, with particular responsibility for reappointments, tenure, promotions, grievances, and disciplinary actions;
- supervising the division's evaluation and review of academic programs and assessment of student learning in the ongoing accreditation of the university and its academic programs;
- providing budgetary leadership for the Division of Academic Affairs, with particular emphasis on the management of human resources and oversight of capital planning;
- encouraging and facilitating faculty professional development, research, scholarship, and creative activities; and
- leading the Division of Academic Affairs in continuously strengthening a rigorous academic environment supportive of student success.

*Additional responsibilities include:*

- working cooperatively with university vice presidents and other administrators to support the university's mission;
- representing the university within the California State University system and in other public and private sector forums;
- encouraging and facilitating pursuit of external funding, grants and contracts, and other resources that sustain scholarship;
- participating in university enrollment management planning;
- encouraging and facilitating community and global engagement, service learning, and service to the university;
- undertaking initiatives as needs and trends emerge;
- directing and coordinating the instructional and curricular programs of the university, including general education as well as academic and professional undergraduate, graduate, and post-baccalaureate programs; and
- assuming additional responsibilities delegated by the president including serving on the president's behalf in his absence.