

OFFICE OF THE CHANCELLOR

University of California, Santa Cruz
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POSITION DESCRIPTION

Campus Provost and Executive Vice Chancellor

The Campus Provost and Executive Vice Chancellor (CP/EVC) reports directly to the Chancellor, serves as chief academic officer by providing vigorous academic leadership to the entire university; developing a diverse and effective leadership team, managing the campus budget, resources and day-to-day operations; serving as a member of the Chancellor's Cabinet, and advising the Chancellor on all campus issues. The CP/EVC serves as the chief executive officer of the campus if the Chancellor is unavailable.

The CP/EVC provides leadership in the development and implementation of long-term academic plans. In conjunction with the Chancellor, the CP/EVC is responsible for articulating and implementing the campus vision and priorities, including improving graduation rates and closing achievement gaps, supporting assessment and continuous improvement, enhancing the campus research profile, and acting on an enduring commitment to achieving excellence through diversity of faculty, students, staff and ideas.

Working with a faculty committed to a culture of excellence in teaching and research, the CP/EVC has the opportunity to build on UC Santa Cruz's commitment to a personalized, living-learning environment. The CP/EVC is responsible for expanding the diversity of UC Santa Cruz students and employees and building a campus community that values and celebrates the varied contributions of its members. With the CP/EVC's leadership, the campus will increase and diversify its resource base through more aggressive pursuit of grants and generation of additional private funds.

Academic and administrative units currently reporting directly to the CP/EVC or jointly to the CP/EVC and the Chancellor include: Academic Affairs; Global Engagement; Graduate Studies; Undergraduate Education; Arts Division; Baskin School of Engineering; Humanities Division; Physical and Biological Sciences Division; Social Sciences Division; University Extension; Research; Campus Life; Student Success; University Library; and the CP/EVC immediate office.

The CP/EVC's primary responsibilities include:

- Articulates and manages the academic priorities for the university including high quality education programs and impactful research
- Oversees, directs, and administers the campus budget under general guidelines from the Chancellor and is responsible for oversight of all campus operations
- Serves as a liaison to the Santa Cruz Division of the Academic Senate
- Identifies, nurtures, and grows key research and academic programs for campus investment in cooperation with the Academic Senate
- Works with the academic deans to build and support a diverse and world-class faculty community

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- Works with academic deans to recruit and retain top faculty and to offer opportunities for faculty development; ensures fair and equitable faculty merit, promotion, and tenure processes; directs the planning, coordination, implementation and review of academic personnel policy
- Works with the Vice Chancellor for Research to advance the campus' research agenda, to achieve national and international recognition for research excellence, and to enhance the student research experience
- Works with academic and administrative leadership to increase partnerships in Silicon Valley as UC Santa Cruz continues to establish itself as the UC campus for Silicon Valley
- Coordinates academic and administrative leadership to advance student success through student support programs, learning experiences, and the vitality and quality of student life
- Advances the reputation of UC Santa Cruz through global partnerships and international programs
- Works with the Vice Chancellor for Planning and Budget in conjunction with the academic deans and members of the senior management group in budget planning, fiscal accountability, and general policy development
- Provides UC "systemwide" committee service as required
- Delivers on campus mission to serve our community, region, and state

Basic qualifications for the CP/EVC position are:

1. Substantial demonstrated administrative leadership for both academic programs and operations in a research university or comparable setting
2. National or international distinction as a scholar, researcher/practitioner and educator with the accomplishments expected for appointment as a tenured full professor at the University of California

The following qualifications and characteristics are required for the CP/EVC position:

3. Success leading, managing, and representing academic units outside of personal area of expertise
4. Demonstrated ability to communicate effectively with administrators, faculty, students, and staff in an environment of shared governance
5. Appreciation for the mission and responsibilities of a university serving a diverse region and state and a demonstrated commitment to diversity, equity and inclusion
6. Ability to make, implement, and productively communicate reasons for difficult decisions
7. Experience in comprehensive academic planning and its use to advance research and undergraduate/graduate students
8. Experience with resource allocation and skill in budget and fiscal oversight of a large division budget or equivalent program or institute
9. Experience with academic personnel processes
10. Commitment to shared governance, respect for differences of opinion and points of view and experience and skill in consulting with multiple constituencies
11. Skill and experience supervising and managing senior personnel – hiring, team building, leadership development, inclusivity, performance management, and problem-solving skills

Preferred skills, qualifications, and characteristics are:

12. Preferred experience at the dean, vice chancellor, vice provost, or program director level
13. Experience with undergraduate and graduate education, including oversight of assessment and continuous improvement
14. Appreciation for the mission of a high intensity research university
15. Understanding of higher education in the context of a research university including how political, social, and economic forces shape higher education
16. Experience interacting with the systemwide offices and officers if previously part of a multi-campus institution
17. Understanding of capital projects and skill with other aspects of long-range financial planning
18. Experience with development/fundraising efforts
19. Experience working with represented employees
20. Ability to leverage emerging technologies and maximize their application in academic and administrative functions

CP/EVC is a full-time Senior Management Group ([SMG](#)) staff position with an underlying professional appointment covered by academic policies.

Special Conditions of Employment

- Successful background check
- Financial disclosure requirements of the California Reform Act of 1974
- Annual disclosure of outside professional activities
- Mandatory trainings as required by the University of California
- Successful appointment to a tenured faculty position at UC Santa Cruz