



## **Provost/Executive Vice President Position Description**

Colorado State University invites applications and nominations for the position of Provost/Executive Vice President. Colorado State University is a Carnegie research extensive land-grant university committed to the ideal that educated and motivated people can make a difference in the world. Founded in 1870, Colorado State University today is setting the standard as a 21<sup>st</sup> century land-grant university, supporting economic vitality, shaping people of skill and character, and targeting the great global challenges of our time through life changing research, teaching, and outreach. One of the leading public research universities in the United States, Colorado State had more than \$300 million in research expenditures in FY09, in addition to substantial non-funded scholarship and artistry. Colorado State University's instructional programs cover the broad spectrum befitting a major research university, with a comprehensive array of baccalaureate, master's, and doctoral programs, and exclusive statewide authority for programs in agriculture, forestry, natural resources, veterinary medicine, and extension. The University is recognized as a national research leader in fields including engineering, environmental science, biomedicine, and human health and nutrition. Total student enrollment has grown to more than 25,000 undergraduate and graduate students. Colorado State faculty collaborate with students in the classroom, laboratory, studio, and the field to tap their highest potential and deploy practical solutions to society's greatest challenges. Colorado State expects its graduates to become active, responsible citizens who prosper in a competitive world.

The Provost/Executive Vice President serves in the second highest position in the Colorado State University Administration, serves on the President's Cabinet, serves as the institution's Chief Academic Officer, and reports directly to the President of Colorado State University. This is a 12-month full-time position.

The Provost/ Executive Vice President should be an energetic, visionary individual and creator of bold solutions. The Provost/Executive Vice President must be highly credible as a leader and a tireless advocate for achieving the defined strategic direction of the University. This person should possess a strong academic background in order to cultivate an intellectually and culturally diverse environment of collaboration and shared commitment to research and scholarship. The successful candidate must be a distinguished leader with a demonstrated record of innovation in leadership and management at increasing levels of responsibility within academe.

As the University enhances its status as a premier land-grant institution recognized for the quality of its faculty; the impact of its research, creative works and outreach; and the intellectual development of future leaders for a diverse global community, the Provost/Executive Vice President will assume the following overall responsibilities:

- Champion University infrastructure, both physical and human
- Support the creation of a rich and diverse intellectual climate on campus through the recruitment, retention, and recognition of excellent diverse faculty, staff, and students

- Have reporting line authority for the following areas: two Senior Vice Presidents, a Vice Provost, three Vice Presidents, an Associate Provost, the Director of the School of Global Environmental Sustainability, and the Deans of the eight colleges and the libraries (one of whom serves as Executive Dean). For further information please see the Provost's Office website at [www.provost.colostate.edu](http://www.provost.colostate.edu).
- Integrate (manage, operationalize, coordinate) cross-unit and cross-functional programs and initiatives
- Foster communications both vertically and horizontally within teams
- Analyze progress on plans and associated metrics
- Conduct cross-university and national comparisons and propose strategic directions
- Provide leadership demonstrating and fostering a commitment to and successful programmatic experience with diversity programs
- Provide leadership demonstrating and fostering a commitment to participatory management and shared governance
- Demonstrate commitment to building effective relationships and communication channels with students
- Oversee the Provost/Executive Vice President budget and provide significant input into the University budget and financial issues
- Oversee the Strategic Plan Area Review Committees

#### **Liaison Roles/Committee Memberships**

- Serves as a member of the President's Cabinet
- Chairs the Council of Deans
- Serves as an ex officio member of the Faculty Council Executive Committee

#### **Candidate Qualifications**

##### **Required:**

- A terminal academic degree
- A minimum of 5 years of academic administrative experience
- Has attained the rank of full professor with tenure
- Qualifies for the rank of full professor with tenure at a Carnegie research extensive university
- Has experience in a comprehensive research university

##### **Preferred:**

- Demonstrated understanding of the breadth of experiences associated with a 21<sup>st</sup> century land-grant university
- Demonstrated success in cross-functional team leadership
- Demonstrated ability to strategically develop, implement, and assess programs
- Exceptional written and oral communication skills
- Interpersonal skills necessary to interact successfully with a University community
- Experience related to budget oversight and development
- Professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity
- Administrative experience at the Dean/Department Head level

## **Application Procedures**

The Provost/Executive Vice President search committee will accept confidential applications and nominations until the position is filled. **For full consideration, complete applications must be received by 5pm MST, Monday, November 9, 2009.**

Applicants must electronically forward a current curriculum vitae, contact information for five references and a letter of interest that includes a statement addressing the qualifications listed above and the candidate's experience related to the job description. All inquiries, nominations, applications, and materials should be sent to Patsy Harlan at [patsy.harlan@colostate.edu](mailto:patsy.harlan@colostate.edu). All applications or expressions of interest will be handled confidentially until the short list of individuals to be invited for interviews is announced. References will not be contacted without the prior consent of the applicant. Salary commensurate with experience.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status or disability. The University complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, section 402 of the Vietnam Era Veteran's Readjustment Act of 1974, the Age Discrimination in Employment Act of 1967, as amended, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity of employment and admission shall be extended to all persons and the University shall promote equal opportunity and treatment through a positive and continuing affirmative action program. The Office of Equal Opportunity and Diversity is located in 101 Student Services. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.