



California Health Sciences University

CHSU GOVERNING STATUTE NUMBER 8

OFFICE OF THE PROVOST

I. PURPOSE & APPLICABILITY

- A. The purpose of this governing statute is to set forth the duties of the Office of the Provost. This governing statute shall supersede all prior job descriptions, delegations of authority and other policy documents relating to the role of the Office of the Provost.
The Office of Human Resources shall prepare a job description for the Provost consistent with this governing statute, and it shall be presented to and approved by the Board of Trustees ("Trustees").

II. SUMMARY OF OFFICE OF THE PROVOST, RECRUITMENT & REPORTING STRUCTURE

- A. The Provost is the Chief Academic Officer of the University. The Provost ensures the academic integrity of the college and supports innovations in programs and methods of delivery which respond to the changing demands of the future workforce in the health sciences. The Provost is responsible for all academic-related affairs and leadership within the University community. The Provost reports to and is evaluated by the President. All Deans of the component colleges report to the Provost. The Provost may also direct and evaluate the work of other members of the leadership team, including, but not limited to, the following departments: the Office of Student Affairs, the Office of Institutional Assessment and Research, the University Library and the Office of Research.
- B. The Provost manages a broad portfolio of duties that includes responsibility for faculty recruitment, retention and promotion across all component colleges. The Provost serves as the academic representative on the President's Executive Council. As such, the Provost collaborates with the President on matters related to strategic planning, budget, accreditation, facilities, human resources, institutional advancement, university relations, legal and compliance issues, and information technology as appropriate.
- C. The Office of the President shall be responsible for recruitment of the Provost and at least one Trustee shall participate in the recruitment process.

III. DELEGATION OF AUTHORITY AND SPECIFIC DUTIES

- A. The Provost shall be responsible for the specific duties listed below. However, the enumeration of such duties shall not limit the Office of the Provost from otherwise performing additional duties required to support and enhance the institution's academic



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mission. Additionally, the President may, from time to time, direct the Provost to perform other specific duties. Therefore, specific duties of the Office of the Provost include, but are not limited to, the following:

1. As the University's Chief Academic Officer, provides dynamic, visionary, strategic leadership with effective academic operational implementation.
2. Promotes academic excellence throughout the University, and promotes diversity and inclusion in all matters of the University's academic affairs.
3. Facilitates inter-professional collaboration among academic leadership and faculty.
4. Represents the interests and values of campus constituencies engaged in the academic enterprise—including faculty and students—to the President.
5. Provides direct input to the President on the development of the budget for the component colleges.
6. The Provost, in consultation with the President, shall be responsible for recruitment, hiring and firing of the Deans of each component college, and at least one Trustee shall participate in the recruitment process.
7. The Provost shall evaluate all Deans of the component colleges, with appropriate input from the President. The Provost shall also evaluate all direct reports, with appropriate input from the President.
8. Assists the President in establishing appropriate processes to ensure compliance with the accreditation standards of the California Bureau of Private Post-Secondary Education ("BPPE") and the Western Association of Schools and Colleges Senior College and University Commission ("WSCUC"), including ensuring that the activities of the academic and student affairs divisions of the University meet such requirements.
9. Assist the President in establishing appropriate processes to ensure the Deans of the component colleges are adhering to the standards of the various applicable accrediting bodies of the component colleges.
10. Assists the President in achieving the institutional objectives identified in the University's strategic plan.
11. Oversees the systematic and routine assessment of all academic and student affairs programs and services to, including ensure appropriate processes are in place to review, analyze and evaluate the quality of the academic and support programs of the University and its component colleges.
12. May be responsible, as assigned by the President, for recruitment and retention efforts of students for the various component colleges, including ensuring such efforts are analyzed and evaluated for efficacy.
13. Responsibly manages fiscal resources and budgetary processes within the University's



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- academic units in alignment with the University's strategic priorities and budget.
14. Ensures processes are in place for, and presides over, collaborative, transparent decision-making among administrators, faculty, staff and students resulting in shared university governance.
 15. Drives the implementation of the University's student success strategy.
 16. Fosters the University's commitment to "engaged learning," including internships and cooperative learning agreements, civic engagement, scholarship and outreach.
 17. Helps to design and implement innovative strategies affecting the future of higher education, including online learning and other technologies.
 18. Pursues global education opportunities on behalf of faculty and students.
 19. Works effectively with the President and leadership of various University and college committees.
 20. The Provost may also present and report to the Trustees on items, as assigned by the President.
 21. Serves as an honest, trusted confidant to the President.

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- Policy Owner: President
 - Effective Date: 12/19/2017
 - Revised Date: 12/19/2017
 - Approval by Board Date: 12/19/2017
 - Approval by President Date: 12/19/2017
 - Approval by Provost Date: 12/19/2017