

The provost of the College

The provost is the chief academic officer of the College, second in authority only to the president. During the absence of the president, the provost shall serve as acting president. The provost shall be a person qualified for the rank of full professor in an academic area and shall assume that rank.

1. Responsibilities and Duties

The provost is responsible for providing leadership in all areas related to the academic life of the College. This responsibility shall include, but not be limited to:

- a. The implementation, administration and communication of official academic policies and procedures;
- b. The review of recommendations received from the faculty;
- c. The identification of issues and needs related to the academic programs and policies of the College;
- d. Participation with the faculty in all levels of deliberations concerning academic matters as specified in the faculty by-laws.
- e. Responsible for
 - 1.) the approval of the departmental curricula and academic programs;
 - 2.) the coordination of departmental programs;
 - 3.) the administration of activities, resources and facilities;
 - 4.) the evaluation of all faculty members.

2. Appointment of the provost

When a vacancy occurs in the Office of the Provost, the president of the College shall so announce to the College community and consult with the faculty senate and follow the procedure for the selection of a new provost as outlined below:

a. Initial Meeting

Upon becoming aware of a vacancy or potential vacancy in the position of the provost, the president shall meet with the faculty senate. After consultation with the faculty senate the president shall determine whether an Interim provost should be appointed or if a search should ensue.

b. Search Committee

1.) Selection and Make-up of the Committee

The Search Committee shall consist of the president, two members of the College community selected by the president and four faculty members selected by the faculty. Once notified of an impending search, the faculty senate shall convene a special faculty meeting at which four members of the seven-member committee shall be selected by the faculty, with no two members elected from the same department.

2.) Duties of the Search Committee

The Search Committee shall solicit and review applications and interview candidates. The Search Committee shall then recommend acceptable candidates to the president. The president shall recommend one of the proposed candidates to the Board of Trustees or direct the Search Committee to re-open the search and submit further candidates.

3. Evaluation of the provost

The president shall conduct an annual evaluation of the provost. Prior to conducting the evaluation of the provost, the president shall meet with the faculty senate. At that meeting the faculty senate shall provide the president, either orally or in writing, with an evaluation of the provost. All discussions and written material presented at that meeting shall remain confidential.

4. Removal of the provost

At any time, the president or three-fourths of the full-time faculty members may express their lack of confidence in the provost to the Board of Trustees. If the board concurs, the provost shall relinquish office and be allowed to serve on the faculty for at least three years.

