



## **Call for Applications: Associate Provost for Academic Space and Programs**

Applications are invited from the UNC Charlotte faculty for the position of Associate Provost for Academic Space and Programs. Formerly the position of Senior Associate Provost, the Associate Provost will report to the Provost and Vice Chancellor for Academic Affairs and will be a member of the Academic Affairs Senior Staff. They will collaborate with university leadership and provide direction and oversight for the following:

- Academic Affairs space and infrastructure including classroom scheduling, renovations to academic and research space, new construction, short and long-term space planning, and direct supervision of the Director of Academic and Research Space;
- Academic programs and planning including curriculum management, academic program review, new degree programs, dual degree programs, articulation agreements, and the Undergraduate and Graduate Catalogs;
- Convening of the Associate Deans Council;
- Student appeals and grievances to the Provost including serving as intake officer for student appeals submitted to the Office of Academic Affairs;
- Assisting the Provost in the oversight of the School of Professional Studies, Office of International Programs, Honors College, and Levine Scholars Program; and
- Serving as a liaison to the Academic Integrity Board including appointment of the chair.

The Associate Provost will also serve as a liaison between the Office of Academic Affairs and relevant campus offices including the Colleges; Division of Business Affairs; Office of Undergraduate Education; Graduate School; Office of Student Accountability and Conflict Resolution; Conference, Reservations and Events Services; Facilities Management; and the Campus Bookstore.

Successful candidates should have the following qualifications and professional experiences:

- A minimum of a doctorate degree or other terminal degree;
- A full-time member of the faculty at UNC Charlotte with a minimum of eight years of experience in academia following the earned terminal degree;
- Leadership experience involving academic programs and curriculum, with service as a Chair, Associate Dean or equivalent;

Successful candidates will possess the following knowledge, skills and characteristics:

- Demonstrated awareness, attitude, knowledge, and skills required to engage and include individuals of varying ages, races, ethnicities, backgrounds, identities, and abilities;
- Excellent oral communication, written communication, and presentation skills;
- Excellent analytical, strategic-thinking, problem-solving, and organizational skills;
- A high level of energy and enthusiasm for the support of faculty, staff, and students;
- Ability to develop long-range goals and objectives while at the same time managing a high level of detail across multiple shorter-term projects and tasks;
- The highest commitment to academic, ethical and scholarly standards and student success; and
- Ability to work effectively both as a team leader, as a member of a team, and as an individual charged with producing positive results.

Applicants should submit a letter of interest highlighting their qualifications for the role along with their current curriculum vitae. Applications should be sent to [academicaffairs@charlotte.edu](mailto:academicaffairs@charlotte.edu) by 5:00 p.m. on October 1, 2024.

To nominate a colleague or to ask questions about the new role or application process, please reach out to Leslie Zenk, Associate Provost and Chief of Staff in the Office of Academic Affairs, at [lzenk@charlotte.edu](mailto:lzenk@charlotte.edu).

The new Associate Provost is expected to begin July 1, 2025, with the expectation of compensated onboarding beginning in Spring 2025.