

VISION

*To see strengths
and unique
potential in
every person.
To inspire people
to make the
courageous
choice to learn,
grow, and serve.*

MISSION

*We serve our
community
by meeting
educational
needs, creating
an environment
for student
success, and
preparing our
students and
ourselves for
citizenship
in a global
community.*

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*

TOMPKINS CORTLAND COMMUNITY COLLEGE

**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
MONDAY, JANUARY 29, 2018
Ronald W. Space Board Room
4:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Action Items
 - a. Approval of Position Description – Provost and Vice President of Academic Affairs
 - b. Approval of Position Description – Associate Provost
5. Adjournment

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-29**

**APPROVAL OF POSITION DESCRIPTION
PROVOST AND VICE PRESIDENT OF ACADEMIC AFFAIRS**

WHEREAS, the College has determined, based on a restructuring of responsibilities at the College, that there is a need to create the position of Provost and Vice President of Academic Affairs, and

WHEREAS, the above listed position description is recommended by the President, be it therefore

RESOLVED, that the Provost and Vice President of Academic Affairs position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a special meeting of said Board on the 29th day of January 2018 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 29th day of January 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE/MANAGEMENT CONFIDENTIAL

POSITION TITLE

Provost and Vice President
of Academic Affairs

GRADE

Management/
Confidential

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ORGANIZATIONAL UNIT

Executive

REPORTS TO

President

APPROVED BY

SUMMARY

Provides vision and leadership for the College's academic programs and services in support of the College's Mission, Vision and Goals. Responsible for the planning, management, and evaluation of all educational programs and services, including curriculum development, instruction, academic learning outcomes assessment, faculty support, and educational services to support student success and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the development and implementation of the academic program at the College, including curriculum and course content consistent with applicable regulations of the State University of New York, State Education Department, and Department of Education.
2. Provides leadership for the faculty in the development, implementation, and assessment of academic programs and support services.
3. Responsible for short- and long-range planning to provide new and/or revised programs, courses, academic support services, and articulation agreements to meet the future needs of the College and the community.
4. Ensures the development and implementation of effective academic support services including library services, tutoring services, disability support services, academic records functions, CollegeNow, Global, and non-credit services.
5. Ensures the proper review, development, and direction of grants that support the academic Mission of the College.
6. Responsible for the College's accreditation activities with the Middle States Association and other accreditors.
7. Evaluates the performance of full-time faculty and meets with faculty periodically to review their work and to advise them about measures to take to improve their performance.
8. Responsible for personnel decisions including hiring, promotion, granting of permanent appointment, disciplinary actions, and assignment of teaching load.
9. Ensures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
10. Represents the College in its interactions with the State University of New York, New York State Education Department, and the Middle States Association.
11. Directs the staff of the Provost's Office. Ensures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.

TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE/MANAGEMENT CONFIDENTIAL

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Provost and Vice President of Academic Affairs	Management/ Confidential	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Executive	President	

12. Acts as administrative liaison to the College Teaching Center to support faculty development. Develops and implements internal and state-wide seminars and conferences to support organizational initiatives.
13. Represents the President, in the President's absence, both internally and externally.
14. Communicates with external entities about College trends and other matters as needed.
15. Serves as a member of Executive Council and on other College committees. Performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

 Classified Staff
 X Administrative
 X Faculty

Indicate number of direct reports in each category:

 # of Classified Staff
 ## # of Administrative
 ## # of Faculty

MINIMUM QUALIFICATIONS

Earned doctorate in an academic discipline, Education, Academic Administration, or equivalent, and a minimum of eight years of teaching and/or administrative experience in an institution of higher education.

OTHER REQUIREMENTS

Ability to work nights/weekends as needed and ability to travel as needed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-30**

**APPROVAL OF POSITION DESCRIPTION
ASSOCIATE PROVOST**

WHEREAS, the College has determined, based on a restructuring of responsibilities at the College, that there is a need to create the position of Associate Provost, and

WHEREAS, the above listed position description is recommended by the President, be it therefore

RESOLVED, that the Associate Provost position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a special meeting of said Board on the 29th day of January 2018 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 29th day of January 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE/MANAGEMENT CONFIDENTIAL

POSITION TITLE

Associate Provost

GRADE

Management/
Confidential

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ORGANIZATIONAL UNIT

Executive

REPORTS TO

Provost

APPROVED BY

SUMMARY

Responsible for the development of the semester course schedule, recruitment and supervision of adjuncts, and the successful resolution of student concerns. Provides leadership to support organizational learning and institutional data-informed decision-making. Plans, organizes, controls, conducts, directs and collaborates on operations and activities involved in the research, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, planning, accreditation and decision making, and determining implications of practices, policies, measures and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates College-wide institutional effectiveness and accreditation efforts involving faculty and staff in a wide range of activities including investigation, analysis, presentation and recommendations to guide the College.
2. Leads the development and implementation of data analytics, data mining, and other emerging institutional research resources to support and further the College's mission and strategic priorities, organizational learning, and data-informed decision-making.
3. Supervises the submission of required reports to SUNY System Administration and state and federal governments.
4. Collaborates with the Provost and the Vice President of Student Services on overseeing College data access initiatives, including implementation, training, and outreach.
5. Writes proposals and reports, and delivers presentations to large and small groups, concerning College-wide data access and information initiatives.
6. Designs, conducts and implements research projects in collaboration with administrators and faculty to support effective, data-informed decision-making.
7. Devises research projects to investigate and address emerging College-wide concerns and opportunities.
8. Coordinates and reviews the assessment of learning outcomes. Advises the Provost on this assessment work.
9. Responsible for the evaluation of adjunct faculty including their classroom performance.
10. Responsible for adjunct faculty and overload contracts. Working with academic chairs, recruits and supervises adjunct faculty.
11. Develops the master course schedule every semester in collaboration with the registrar and academic chairs.
12. Meets with students to address academic issues and handle concerns. Works directly with faculty to resolve issues.

TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE/MANAGEMENT CONFIDENTIAL

POSITION TITLE

Associate Provost

GRADE

Management/
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ORGANIZATIONAL UNIT

Executive

REPORTS TO

Provost

APPROVED BY

13. Directs the staff of the Institutional Research Department. Ensures development and implementation of effective institutional research resources to support organizational learning and data-informed decision making throughout the College.
14. Assures the effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
15. Serves on Executive Council and other College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

- Classified Staff
 Administrative
 Faculty
 Adjunct Faculty

Indicate number in each category:

- ## # of Classified Staff
 ## # of Administrative
 # of Faculty
 ## # of Adjunct Faculty

MINIMUM QUALIFICATIONS

Master's degree with a minimum of 5 years of experience in instruction, academic research, or administration.

PREFERRED QUALIFICATIONS

Doctorate or other terminal degree.

OTHER REQUIREMENTS

Ability to work nights/weekends as needed and ability to travel as needed.