OFFICE OF THE PROVOST

Roles and Responsibilities

**SHARED RESPONSIBILITIES**

Create and nurture collaborative relationships with faculty, administrators and staff in other divisions and departments across the college and act as partner in creating cohesive teams.

Support members of the faculty in both their teaching and scholarship and support college academic programming that reinforces the College's Strategic Plan and its mission.

Support and nurture assessment of academic programs, including periodic internal and external review of programs and offerings.

Maintain current knowledge of new developments in higher education, innovations, and technology; recommend changes to maintain relevance of division programs and to meet the educational needs of students and community.

Work together to develop and assess the academic curriculum, academic policies and standards. Prepare necessary reports on assessment and for accreditation of academic programs.

Work collaboratively with each other and department/program chairs in the preparation of academic budgets; the recruitment, hiring, orientation, and professional development of faculty; curriculum development and assessment; strategic planning.

Represent the College through public appearances and speeches both internal and external, including attendance at regional and national professional educational organizations.

Support a climate that promotes innovation and improved service to students and the community; cooperate with faculty and staff to develop processes that are student friendly and supportive of student success.
PROVOST and DEAN OF THE FACULTY: Cynthia Kosso

- Chief operating officer
- Chief academic officer
- Oversee the Registrar’s office
- Oversee Library
- Student Success and Retention
- Professional Development of Faculty and Staff
- Writing @ Moravian
- Tenure and Promotion
- Personnel
- Faculty Hiring
- Faculty Orientation
- Academic Affairs Budget
- Setting annual vision and goals for the division
- Promotion of the Vision 2020 strategic plan
- Support for liberal arts
- Adult and graduate education
- Recruitment and admissions efforts -- ensure faculty involvement, departmental/program representation; check that messaging from admissions matches existing programs/faculty expectations, and vice versa
- Diversity of faculty, staff, and students; working in conjunction with the President’s Council on Diversity and Inclusion
- Supervision of assigned administrative and support staff

Regular/Standing Committee Service
- APC
- APPC
- PC
- PBC
- Department and Program Chairs
ASSOCIATE PROVOST: Carol Traupman-Carr

- Academic Assessment and program review
- Accreditation
- New Program Development
- Academic Standards
- Satisfactory Academic Progress
- Adjunct Budget
- Oversee International Studies (Study Abroad Program)
- Oversee Academic and Disability Support
- Serves as MSCHE Accreditation Liaison Officer
- Readmission of students who took LOA/WD
- Catalog updates which are institution-wide or not department specific
- Comenian
- Promotion of the Vision 2020 strategic plan
- Support for liberal arts
- Adult and graduate education
- Recruitment and admissions efforts -- ensure faculty involvement, departmental/program representation; check that messaging from admissions matches existing programs/faculty expectations, and vice versa
- Diversity of faculty, staff, and students; working in conjunction with the President’s Council on Diversity and Inclusion
- Supervision of assigned administrative and support staff

Regular/Standing Committee Service

- ASC
- SHARE
- APPC
- Assessment Committee
- BRIT
- Department and Program Chairs
DEAN, SCHOOL OF ARTS, HUMANITIES AND SOCIAL SCIENCES
(SAHSS): Gary Kaskowitz

Art  Music
Economics and Philosophy Medieval Studies
Business Physical Education Africana Studies
Education Political Science Media Studies
English Psychology Peace and Justice minor
History Religion International Studies minor
Modern Languages Sociology Theatre Advisory Group

- Facilitate critical conversations about challenges and opportunities facing students, faculty, and citizens in the twenty-first century
- Create and nurture collaborative relationships with faculty, administrators and staff across the college and act as partner in creating cohesive teams
- Community outreach
- Enrollment management within majors, programs, and courses, trends in enrollments
- Developing a 2-3 year course schedule plan for course offerings in arts, humanities and social sciences
- Develop Statements of Expectation (SOEs) for chairs/program directors, chair evaluations
- Student complaints and appeals for courses/faculty in arts, humanities, and social sciences
- Facilitate the awarding of credit for Advanced Placement, College Level Examination Programs and other credit by examination options and departmental proficiency examinations.
- Certify candidates for degrees and Latin Honors and present graduates and award winners. Notify students who fail to qualify for graduation.
- Personnel issues not resolved by the chair
- Study abroad course approvals for students in this school
- Catalog updates for departments and programs in SAHSS
- Advising of incoming students, including transfers, into programs in SAHSS
- Internship and independent study approvals in SAHSS
• Promotion of the Vision 2020 strategic plan; Support and consult with the Provost and Associate Provost in the preparation of academic budgets; the recruitment, hiring, orientation, and professional development of faculty; curriculum development and assessment
• Support for liberal arts
• Adult and graduate education
• Recruitment and admissions efforts -- ensure faculty involvement, departmental/program representation; check that messaging from admissions matches existing programs/faculty expectations, and vice versa
• Work closely with the Associate Provost to develop and assess the academic curriculum, academic policies and standards. Prepare necessary reports on assessment and for accreditation of academic programs.
• Diversity of faculty, staff, and students; working in conjunction with the President’s Council on Diversity and Inclusion
• Supervision of assigned administrative and support staff

Regular/Standing Committee Service
• SHARE
• HSIRB (alternates with Dean of SNHS every other year, for 2 years)
• Department and Program Chairs (undergraduate and graduate)
Shared responsibilities between the Dean of SNHS and the Dean of SAHSS

- Committee and college service: APPC, IDIS courses, FYWS, W@M
- Honor societies, communicate opportunities re. national scholarships/fellowship and graduate education
- May and summer registration
- Certification check of graduates and awarding of Latin Honors
- Participate in faculty hiring process
- Evaluation of adjunct faculty
- Technology advisory group
- Graduate research
- Scheduling concerns with resulting conflicts between departments
- Facilitate awarding of AP, CLEP and other credit by examination
- Review requests for exam waivers or requests to move exams; resolve conflicts where they exist
- Approve student applications for study abroad and courses taken on study abroad for transfer to Moravian College
- Administer the scheduling of courses by collecting and approving departmental offerings, preparing guidelines for freshman and transfer registration, monitoring course limits, enrollments, course closings, cancellations. Resolve scheduling conflicts between departments.
- Approve incompletes and extensions, in consultation with the registrar and course instructors.
- Perform other duties as may be assigned by the Provost and Associate Provost.
DEAN, SCHOOL OF NATURAL AND HEALTH SCIENCES
(SNHS): Diane Husic

Biological Sciences  Rehabilitation Sciences
Chemistry  Biochemistry
Math & Computer Science  Women, Gender and Sexuality Studies
Nursing and Public Health  Environmental Sciences and Studies
Physics and Earth Science  Neuroscience

- Facilitate critical conversations about challenges and opportunities facing students, faculty, and citizens in the twenty-first century
- Create and nurture collaborative relationships with faculty, administrators and staff in across the college and act as partner in creating cohesive teams
- Community outreach
- Enrollment management within majors, programs, and courses, trends in enrollments
- Developing a 2-3 year course schedule plan for course offerings in natural sciences and health sciences
- Develop SOEs for chairs/program directors, chair evaluations
- Student complaints and appeals for courses/faculty in natural sciences and health sciences
- Facilitate the awarding of credit for Advanced Placement, College Level Examination Programs and other credit by examination options and departmental proficiency examinations.
- Certify candidates for degrees and Latin Honors and present graduates and award winners. Notify students who fail to qualify for graduation.
- Personnel issues not resolved by the chair
- Study abroad course approvals for students in school
- Advising of incoming students, including transfers, into programs in their departments
- Internship and independent study approvals in this school
- Catalog updates for departments and programs in SNHS
- Promotion of the Vision 2020 strategic plan; Support and consult with the Provost and Associate Provost in the preparation of academic budgets; the recruitment, hiring, orientation, and professional development of faculty; curriculum development and assessment
- Support for liberal arts
- Adult and graduate education
- Recruitment and admissions efforts -- ensure faculty involvement, departmental/program representation; check that messaging from admissions matches existing programs/faculty expectations, and vice versa
- Work closely with the Associate Provost to develop and assess the academic curriculum, academic policies and standards. Prepare necessary reports on assessment and for accreditation of academic programs
- Diversity of faculty, staff, and students; working in conjunction with the President’s Council on Diversity and Inclusion
- Supervision of assigned administrative and support staff

**Regular/Standing Committee Service**
- SHARE
- IACUC
- Pre-Health Advisory Committee
- UG Research Task Force/Honors
- In Focus
- Department and Program Chairs (undergraduate and graduate)
- HSIRB (alternates with Dean of SAHSS every other year, for 2 years)
ASSISTANT DEAN OF ADVISING: James Skalnik

- Advising of international students and transfers and some undeclared majors
- Student withdrawal and leave-of-absence process
- Assist students and faculty members with complicated or uncommon advising issues
- May registration help
- Graduation help
- Parent handbook
- Advising task force
- Stand in for Provost or Associate Provost as needed
- Advising Plan (including advising outcomes), Training, and Assessment
- Updating and maintenance of advising trees and other advising utilities in Jenzabar AV module
- Lead advisor for students seeking national scholarships
- Front office customer service in Provost’s Office

Regular/Standing Committee Service
- SHARE
- Teacher Education Committee
- LinC
- Advising Task Force
- Environmental Health and Safety Committee
- Parking Task Force
ASSISTANT DEAN FOR GRADUATE ADVISING: LaKeisha Thorpe

- Graduate/adult orientation (August and January)
  - Scheduling, notifications to students, running the program
- Update and maintain graduate student handbook
- Update and maintain post-bacc student handbook (as relevant and necessary)
- Develop and maintain advising materials and training for adult and graduate students
- Assists with substantive change and other accreditation documents
- Organize and run the graduate student graduation reception
- Graduation support
- Advising of undecided pre-baccalaureate adult students
- Advising of non-degree candidates in adult pre-bacc, post-bacc programs
- Process student withdrawal and leave of absence
- Liaison between the institution and the adult learner

Regular/Standing Committee Service

- Teacher Education Committee
- President's Council for Diversity and Inclusion
- Adult/Graduate working group
- Advising Task Force
- Parking Taskforce
- Canvas Taskforce

TEAM EFFORTS FOR PROVOSTs and DEANs

- Graduation events
- Student welfare
- Convocation
- Communication of plans, goals, initiatives

ROUTE FOR RESOLVING CONCERNS, QUESTIONS, ISSUES

1. Faculty or staff to Chair
2. then Dean
3. then Provost’s office

For:
- Faculty/personnel
- Support staff issues in academic affairs
- Events
- Customer service issues
- Student concerns
- Budget
- Programmatic growth and ideas
- Scheduling
OFFICE OF THE PROVOST
Roles and Responsibilities

EXECUTIVE ASSISTANT TO THE PROVOST: Amy McHenry
- Maintain files on all full-time faculty
- Prepare and send new hire appointment letters; prepare and send annual salary letters for all F/T faculty.
- Distribute departmental funds as indicated by the Provost to support various academic initiatives.
- Provide assistance to the Academic Personnel and Academic Standards Committees.
- Act as point person for updating commencement website; set planning and wrap-up commencement meetings.
- Prepare award certificates for students.
- Generate a wide variety of standard letters to students (including Dean’s list announcements) and faculty.
- Generate/update a wide variety of lists.
- Assist with records/correspondence for in-coming freshmen.
- Maintain data and coordinate process of tenure, promotion, and annual faculty evaluations. Collect all materials and post for APC or save as needed.
- Create Faculty Meeting/Department Chairs calendar, reserve rooms, compile monthly Faculty Meeting agendas with supporting materials and distribute, maintain official Faculty Meeting files.
- Provide to President’s Council accurate contact information on local TV and radio stations, used in times of inclement weather or other emergency closings.

ADMINISTRATIVE SUPPORT ASSISTANT: Lisa Johnson
- Provides back-up to the Executive Administrative Assistant to the Provost when he/she is unavailable.
- Coordinate new faculty orientation and lunches.
- Maintain the adjunct budgets.
- Prepare adjunct payroll, appointment letters and reconcile with the adjunct budget.
- Create Advanced Placement list/assign credit/generate letters to students about placement results.
- Prepare CLEP and IB letters regarding credit and keep lists on student results.
- Support planning of various campus events, as assigned.
Shared responsibilities between Executive Assistant and Administrative Assistant

- Make appointments/arrange meetings/luncheons/etc.
- Help, both over the phone and in person, faculty/staff/students/parents.
- Maintain office supplies
- Provide substantial help with arrangements for Awards Ceremony for Outstanding Students/Baccalaureate/Commencement/Matriculation/Convocation ceremonies.
- Monitor departmental budget, type vouchers/budget adjustments.
- Provide assistance to all departments who are recruiting new faculty and track all recruiting expenses.
- Send correspondence and provide general and relocation assistance to new faculty after they have been hired.
- Assist with May and July registrations for incoming students.
- Duplicate materials for others, as necessary.
- Review and process all in-coming mail, redirect as necessary.
- Assist Provost, Assoc. Provost, and Deans with research on special projects.