

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, its mission, and the liberal arts.

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

Maintaining a student focused, student success, approach that supports students in order to increase retention and graduation.

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.

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 budgets; the recruitment, hiring, orientation, and professional development of faculty and staff; curriculum development and assessment; strategic planning.

Ensure faculty involvement, departmental/program representation in recruitment and admissions efforts;; check that messaging from admissions matches existing programs/faculty expectations, and vice versa.

Increase diversity of faculty, staff, and students; working in conjunction with the President's Council on Diversity and Inclusion.

Facilitate critical conversations about challenges and opportunities facing students, faculty, and citizens in the twenty-first century

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

PROVOST and DEAN OF THE FACULTY

Cynthia Kosso

- Chief operating officer
- Chief academic officer
- Oversee the Registrar's office
- Oversee Library
- Enrollment and Financial Aid
- Student Success and Retention
- Professional Development of Faculty and Staff
- Tenure and Promotion
- Personnel
- Faculty Hiring
- Faculty Orientation
- Academic Affairs Budget
- Setting annual vision and goals for the division
- Adult and graduate education
- Supervision and evaluations of assigned administrative and support staff

Regular/Standing Committee Service: Academic Personnel Committee, President's Cabinet, President's Council, APPC, PBC, Department and Program Chairs, Pillar 1, Pillar 2

ASSOCIATE PROVOST

Carol Traupman-Carr

- Academic assessment and program review
- Accreditation
- Serves as MSCHE Accreditation Liaison Officer
- New Program Development (undergraduate and graduate)
- Oversight of Academic Standards, including serving as chair of the Academic Standards Committee (ASC)
- Oversight of adjunct Budget
- Oversee International Studies (Study Abroad Program)
- Readmission of students who took LOA/WD
- Supervision of assigned administrative and support staff

Regular/Standing Committee Service: ASC, SHARE, APPC, Assessment Committee, BRIT, Department and Program Chairs, Pillar 1, Middle States Steering Committee

DEAN, SCHOOL OF ARTS, HUMANITIES AND SOCIAL SCIENCES (SAHSS)

Uppinder Mehan

- Develop and renew annually Statements of Expectation (SOEs) for chairs/program directors
- 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
- 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 where needed
- 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
- 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
- Adult and graduate education
- 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.
- Supervision of assigned administrative and support staff
- Convene regular school meetings

Areas overseen

- Art, Communication and Media Studies, Economics and Business, Education, English, History, Modern Languages, Music, Philosophy, Physical Education, Political Science, Psychology, Religion, Sociology
- Medieval studies, Africana Studies, Media Studies, Peace and Justice minor, International Studies minor, Women, Gender, and Sexuality Studies, Theatre Advisory Group
- Interdisciplinary programming

Regular/Standing Committee Service: SHARE, HSIRB (alternates with Dean of SNHS every other year, for 2 years), Department and Program Chairs (undergraduate and graduate), Pillar 1

DEAN, SCHOOL OF NATURAL AND HEALTH SCIENCES (SNHS)

Diane Husic

- Develop and renew annually SOEs for chairs/program directors, chair evaluations
- 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
- 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 where needed 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
- 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
- Adult and graduate education
- 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
- Supervision of assigned administrative and support staff
- Convene regular school meetings

Areas overseen

- Biological Sciences, Chemistry, Math & Computer Science, Nursing and Public Health, Physics and Earth Science, Rehabilitation Sciences
- Biochemistry; Environmental Sciences and Studies; Neuroscience
- Interdisciplinary programming

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), Pillar I and Pillar III

Academic Deans, shared duties

- Committee and college service: PC, PALC, APPC, IDIS courses, FYWS, W@M
- Honor societies, communicate opportunities re. national scholarships/fellowship and graduate education
- Summer registration
- Certification check of graduates
- Participate in faculty hiring process
- Work with department chairs on evaluation of adjunct faculty
- Graduate research
- Graduate program development with departments and associate provost
- Undergraduate program development with departments and associate provost
- 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.

VICE PRESIDENT AND DEAN OF THE SEMINARY

Frank Crouch

- Develop and annually renew Statements of Expectation (SOEs) for Seminary chairs/program directors
- Convene and chair Seminary faculty and staff meetings
- Enrollment management within Seminary programs and courses, trends in enrollments
- Developing a 2-3 year Seminary course schedule plan for course offerings
- Student complaints and appeals for Seminary courses/faculty
- Facilitate the awarding of credit by examination options and departmental proficiency examinations.
- Certify candidates for Seminary degrees and present graduates and award winners. Notify students who fail to qualify for graduation.
- Seminary personnel issues

- Catalog and mandated reporting updates for Seminary departments and programs
- Advising of incoming Seminary students, including transfers
- Seminary independent study approvals
- 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
- 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.
- Supervision of assigned administrative and support staff
- Serve as liaison for development of agendas for Seminary Board of Trustees Academic Program Committee, Student Life and Enrollment Committee, and Development Committee. Work with Business Office to develop overall Seminary budget for presentation to Finance Committee.

Regular/Standing Committee Service: President's Cabinet, President's Council, Department and Program Chairs, Provost's Academic Leadership Council, Pillar 1, Pillar 4.

DEAN OF STUDENT SUCCESS

Kevin Hartshorn

- Student success initiatives, including, but not limited to, Momentum Software, SHARE, student interventions
- Work with Deans of SAHSS/SNHS to ensure that course schedule meets student needs
- Coordinate with institutional research to understand and improve retention
- Develop statement of expectations for directors of advising and of academic and accessibility support center.
- Oversee the Student Success Center and the Academic and Accessibility Support Center
- Supervise the Director of Academic Advising
- Supervise administrative, support, and evaluate staff as assigned
- Oversee academic advising of undergraduate students, including transfer and international students
- Satisfactory academic progress (monitoring and reviewing appeals)
- Working with the deans and registrar, oversee summer registration for incoming students
- Help to onboard incoming students, as well as coordinate intervention efforts for student cohorts (international orientation, AIM, etc.)
- Work with admissions on the Dean's Scholars program.

Regular/Standing Committee Service: President's Council, SHARE, Department and Program Chairs (undergraduate, graduate), Enrollment Advisory Committee, Provost's Academic Leadership Council, Writing at Moravian, Pillar 1, Pillar 2

DEAN OF ENROLLMENT MANAGEMENT

Bill Sliwa

- Supervise Director of admissions
 - Ensure staff training and development are above industry standards
 - Lead relationship and communication with college marketing department
 - Ensure staff has adequate technology and resources
- Supervise Director of financial aid
 - Ensure that staff is up to date on all federal regulations
 - Provide proper opportunities for training and professional development
 - Lead educational workshops for campus community on financial aid and literacy
- Work with the provost and VP for finance and administration on setting enrollment goals and reporting progress towards those goals.
- Planning and implementation of strategic enrollment plan

Regular/Standing Committee Service: President's Council, Provost's Academic Leadership Council, Enrollment Advisory Committee, BOT Enrollment Committee, co-chair enrollment advisory committee

DEAN OF GRADUATE AND ADULT ENROLLMENT

Scott Dams

- Oversees graduate and adult admissions and enrollment
 - Build support structures for adult and graduate students
- Oversees enrollment operations shared service department
 - Technology systems (Salesforce, etc.)
 - Data import and export management
- Manage strategic initiatives in the following areas:
 - online program vendor relationships,
 - new student engagement and support technology,
 - strategic partnerships and
 - non-traditional course/stackable/program delivery
- Supervises and evaluates SEMs, grad and adult enrollment staff

Regular/Standing Committee Service: President's Council, Provost's Academic Leadership Council, Co-Chair Strategic Pillar IV Committee, 360' Partnerships, Pillar I Committee

Enrollment Deans, shared duties

- Co-coordinating overall lifelong learning strategies, enrollment planning and implementation of recruitment
- Support for College Strategic Plan
- Managing support technologies
- Managing enrollment focused marketing

- Collaborate with Student Affairs, Career Services, and the Development Office

ASSISTANT DEAN FOR GRADUATE AND ADULT STUDIES

LaKeisha Thorpe

- Develops and updates student handbooks
- Partners with Registrar in developing and maintaining departmental policy and procedure manuals
- Develop and maintain advising standard operating procedures, materials and training for adult and graduate students
- Graduate/adult orientation (August and January)
 - Scheduling, notifications to students, running the program
- Assists with substantive change and other accreditation documents
- Oversees 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 for graduate and adult learners
- Provides leadership for the development and coordination of all student services for graduate and adult students
- Provides academic expertise and support to Student Experience Mentors

Regular/Standing Committee Service: Teacher Education Committee, President's Council for Diversity and Inclusion, Heritage Day Faculty Team Leader, Advising Task Force, Parking Taskforce, Canvas Taskforce

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.
- 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: Kayla Holdridge

- 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.