



Provost and Vice Chancellor for Academic Affairs Position Description

January 2019

The University of Wisconsin-Madison invites nominations and applications for the position of provost and vice chancellor for academic affairs. The university seeks an individual committed to excellence in public higher education with vision and integrity who can work effectively with the chancellor in maintaining and enhancing the university's distinction as a leader in scholarship, learning, and outreach. The provost and vice chancellor for academic affairs is a senior leadership position, reporting directly to the chancellor, [Rebecca Blank](#).

The Provost is the chief academic officer of the University and the second-ranking officer under the Chancellor, responsible for overseeing and coordinating the academic and outreach missions of the University of Wisconsin-Madison. As the Chief Academic Officer, the Provost serves as the Chancellor's partner in articulating and implementing a vision for how the University of Wisconsin-Madison retains and builds on its long history of excellence. As the Chief Academic Officer, the Provost works closely with the deans and with campus leadership as well as shared governance involving faculty, staff, and students to design and implement the programs, organizational structure, and resource distribution to deliver on UW-Madison's three-fold mission of education, research, and outreach.

The Provost is a key leader within the Chancellor's Executive Committee, charged with leading innovation and ensuring progress towards the University's ambitious agenda in a changing landscape of higher education. In collaboration with the Chancellor and other leaders across campus, the Provost is responsible for proactively thinking about changes in institutional structure, engaging faculty and staff in academic programming and delivery, innovation and growth opportunities, and budget allocation that will build UW-Madison's reputation as a world-class institution.

About the University

For over 160 years, the [University of Wisconsin-Madison](#) continues to remain a prolific research institution dedicated to advancing the public good, solving real-world problems, and cultivating the future leaders of tomorrow. Founded in 1848, the University of Wisconsin-Madison is the flagship public land-grant university of the state of Wisconsin and a world-class teaching and research institution. It was the first public university established in Wisconsin and remains the oldest and largest in the state. The 936-acre, lakefront campus that is considered one of the nation's most picturesque institutions includes a complete spectrum of humanities, social studies, biological and physical sciences, professional programs, and student activities.

UW is home to a dynamic and diverse community of 43,000+ students and over 20,000 employees who share a strong sense of school spirit, a commitment to both service and scholarship, and a deep appreciation for the institution's academic rigor. The University of Wisconsin-Madison's distinctive collection of programs reflects its foundational belief that there is limitless opportunity for academic growth. With over 9,000-plus courses; 200-plus undergraduate majors and certificates; and 250-plus master's, doctoral, and professional programs; students uniquely experience countless opportunities in and out of the classroom, that reshape the way they view the world—and the impact they can have on it. The university is proud to embrace 14 schools and colleges at the center of learning:

- College of Agricultural and Life Sciences
- School of Business
- School of Education
- College of Engineering
- Graduate School
- School of Human Ecology
- International Division
- Law School
- College of Letters and Science
- School of Medicine and Public Health
- School of Nursing
- School of Pharmacy
- School of Veterinary Medicine
- Division of Continuing Studies

In addition, University of Wisconsin-Madison's curriculum and commitment to the highest quality instruction have earned its exceptional recognition: UW alumni and faculty have been awarded 20 Nobel prizes, 38 Pulitzer prizes, and, as of last fall, UW-Madison was ranked 15th among public institutions in U.S. News & World 2019 Report. The University values its reputation for academic excellence and educational innovation and has made a strong commitment to progress in areas of [diversity and inclusion](#).

Among the world's leading universities, the University of Wisconsin–Madison is distinctive in its scale and breadth, the premium it places on its relevance to society, and its commitment to inclusivity in the broadest sense. One of the longest and deepest traditions surrounding the University of Wisconsin is the [Wisconsin Idea](#). The “Idea” signifies a general principle: that education should influence people's lives beyond the boundaries of the classroom. Synonymous with Wisconsin for more than a century, this “Idea” has become the guiding philosophy of university outreach efforts in Wisconsin and throughout the world.

Madison, Wisconsin

Built on an isthmus, UW–Madison and the city of Madison seamlessly blend together, creating opportunities and an atmosphere unlike any other campus. UW-Madison’s 936-acre campus spreads out along Lake Mendota, one of Madison’s five lakes. [The Memorial Union and the Terrace](#), the heart of UW-Madison for 90 years, is positioned on Lake Mendota making it a perfect spot to gather, encounter local music, craft brews, farm to table food and outdoor art. Wisconsin’s Capitol building is iconic in the Madison skyline and is connected to the university campus by State Street, the main thoroughfare in Madison with endless options of cafes, shops and restaurants. With a population of more than 250,000, Madison offers the perfect combination of natural beauty, stimulating cultural offerings, and vibrant nightlife. For more information on Madison, WI, please click [here](#).

The Role of the Provost and Vice Chancellor for Academic Affairs

The ideal candidate will bring strategic focus, exceptional collaborative and interpersonal skills, and a record of successful senior leadership in a complex environment with multiple stakeholders to this critical role at the University. The next provost will require substantial experience in collaborating with multiple constituencies across departments and divisions, crafting a strategic vision of the academic enterprise, as well tactical and efficient use of budget management.

Below are just some of the principal duties of the Provost:

Build the Academic Enterprise

- The Provost oversees the deans, as well as the directors of several major cross-campus units. In consultation with the Chancellor, the Provost is responsible for evaluating the performance of the deans and plays a primary role in the recruitment and appointment of new deans. The Provost is expected to provide leadership and mentoring to the deans on educational, organizational, entrepreneurial, budget, and leadership issues and to make sure that schools/colleges are aligned with campus strategic initiatives.
- The Provost oversees the Vice Provost for Lifelong Learning, who is responsible for non-traditional educational options, including extending beyond campus borders to reach new and expanded audiences, and ensuring that UW-Madison serves as the lifelong home for learners. These responsibilities include developing and implementing strategies for online and distance learning in collaboration with the Vice Provost for Teaching and Learning.
- The Provost oversees the Vice Provost for Faculty and Staff, who advises on and supports faculty and staff recruitment, retention, leadership development and strategic compensation/hiring initiatives as well as work climate issues.
- The Provost oversees the Vice Provost for Teaching and Learning, who has broad leadership responsibilities for the university's teaching and learning environment, including support for student engagement, academic advising, learning assessment, and teaching and learning professional development.

- The Provost is responsible for managing all issues associated with faculty and staff. This includes regular meetings and consultation with the University Committee (the executive committee of the Faculty Senate) and the Academic Staff Executive Committee.
- The Provost works closely with the Vice Chancellor for Finance and Administration to manage issues associated with the University Staff Central Committee. The provost is involved with all disciplinary actions and all appeals to institutional actions for faculty (such as tenure and promotion decisions) and academic staff. With the exception of the WARF professorships, all campus-wide major professorships are managed by the Provost. In collaboration with the Vice-Chancellor for Finance and Administration, the Provost takes the lead in overseeing programs designed to hire and retain faculty and staff, such as cluster hires, the newly re-designed Targets of Opportunity Program, and the Compensation Funds, which are designed to provide salary increases to faculty and staff to address equity and merit considerations.
- The Provost is responsible for all academic planning and compliance issues, including accreditation issues as well as federal/state regulatory issues

Provide Leadership and Supervision for Key Academic Offices and Governance Structures

- The Provost is responsible for managing the Office of the Provost, leading and building an excellent staff team, and providing effective leadership and mentoring to the staff who work there.
- The Provost chairs the University Academic Planning Council and the Campus Planning Committee on behalf of the Chancellor. The former is the final authority on all academic programs, centers/institutes, and academic issues. The latter is the main organization providing oversight on all physical aspects of the institution's facilities.
- The Provost oversees the Vice Provost for Academic Affairs, whose office of Academic Planning and Institutional Research supports strategic, academic, and budgetary planning and decision making, including responsibilities for the collection and analysis of academic and institutional data on campus.
- The Provost is responsible for international education and engagement activities through the Vice Provost and Dean of the International Division, promoting international faculty collaborations, institutional initiatives, international academic programs and internships, as well as regional and international studies centers.
- The Provost oversees the Vice Provost for Enrollment Management, who is responsible for the Division of Enrollment Management, which includes undergraduate recruitment and admissions, the registrar, and financial aid. In this role, the Provost is responsible for recruiting an undergraduate class, including transfer students, that matches the quality, diversity, and size needs of UW-Madison.

Partner with Senior Leaders Across the University to Enhance Diversity and Create a Teaching and Learning Environment that Serves the Entire Academic Community

- The Chief Diversity Officer (CDO) has a joint reporting relationship to both the Chancellor and the Provost, with the Provost taking primary responsibility for working with the CDO to oversee the educational and student advising/support functions within the Division of Diversity, Equity and Educational Achievement. The Provost is expected to provide direct oversight and leadership on diversity issues and assist in cross-campus diversity efforts.
- The Provost is a partner in promoting an excellent student experience on campus, working closely with the Vice Chancellor for Student Affairs. Although most student affairs units report elsewhere, there is a deep connection between academic programming and other aspects of the student experience.
- The Provost is directly engaged in the creation/dissolution/re-structuring of cross-cutting centers and institutes that reach across campus. While campus-wide research centers typically report to the Vice Chancellor for Research and Graduate Education, the Provost is a partner in considering significant organizational or structural changes and strategic investments.
- The Provost is the mediator of conflicts that occur between units, or between individuals and the University. This requires listening, analysis, the ability to understand the nuances of complicated issues, and the negotiating skills to reach and enforce a resolution.

Lead Academic Innovation and Growth Strategies, Including the Strategic Prioritization of Resources

- The Provost is responsible for working closely with the Vice Chancellor for Finance and Administration to establish a budget decision-making process for schools and colleges, as well as other major academic entities on campus.
- The Provost is responsible for working closely with the Vice Chancellor for Research and Graduate Education to coordinate budget, student, and faculty-related issues as they affect the research and graduate school enterprise.
- Jointly with the Vice Chancellor for Finance and Administration, the Provost oversees the office of the Chief Information Officer (CIO) who is responsible for an IT strategic cross-campus plan, as well as for the management of DOIT, the on-campus IT service organization.

Serve as a Key Representative of the University to UW System, National and Affiliated Organizations and Advance the University's Outreach Mission through Partnerships with the State

- The Provost is expected to stay abreast of issues relating to the State and to the UW System of campuses. The Provost represents the Chancellor at Board of Regent meetings when the Chancellor is not available.

- The Provost is expected to build relationships with key University donors and to represent the University when needed at major events such as athletic contests, artistic performances, or international academic conferences held on campus.
- The Provost is expected to be active in professional organizations that facilitate conversations with senior academic officers from other campuses, such as Big Ten Academic Alliance, APLU, and the AAU.
- The Provost oversees UW Cooperative Extension and Wisconsin Public Media (Television and Radio), two units in the process of moving into UW-Madison. The Provost will oversee the completion of this transition, through the hiring and supervision of a new Vice Provost for Extension and Public Media.

Desired Qualities and Characteristics

The ideal candidate will bring a record that commands the respect of the academic community. Candidates must possess a record of scholarship, teaching and experience that qualifies them for the most senior academic leadership role at UW- Madison. In addition to being an imaginative and experienced leader with a commitment to supporting the mission, values, and strategic goals of UW-Madison, the ideal candidate will bring many of the following qualities, skills, and experiences:

Knowledge of the research/teaching environment in large public, research-intensive Universities. This includes:

- Ability to work closely and collaboratively with the Chancellor, and to establish strong working relationship with the Board of Regents, the President and staff of the University of Wisconsin System;
- Experience in working collaboratively with faculty, staff, and students in an environment of shared governance;
- Ability to work closely with the senior administrative officers who oversee other parts of the University, including the Vice Chancellor for Finance and Administration, the Vice Chancellor for Research and Graduate Education, the Vice Chancellor for University Relations, the Vice Chancellor for Student Affairs, the Deputy Vice Chancellor for Diversity and Inclusion, and the Vice Chancellor for Legal Affairs;
- Experience in working effectively in an environment that requires strategic prioritization and efficient use of, and creation of new, resources;
- Ability to guide and assist deans and department chairs in managing, growing, and structuring their organizational resources so Schools and Colleges function effectively;
- Experience in dealing with grievances, complaints, and crises;
- Experience in effectively managing staff and budgets.

Substantial experience in higher education and a vision for the future of large public research universities. This includes:

- Creativity and commitment in leading UW-Madison's efforts to retain, improve, and expand its education programs, including experimenting with and evaluating the use of new tools and techniques for educational delivery;
- Experience in faculty and staff hiring, retention, and professional development, including knowledge of what is needed to support excellence in faculty research and teaching;
- Commitment to diversity across the organization and an understanding of how to achieve this;
- Commitment to a student experience that includes both in-classroom and out-of-classroom learning experiences;
- A commitment to the importance of UW-Madison's outreach and service beyond its campus boundaries, using the knowledge created by the University to serve the community, state, nation, and world;
- Creativity in designing admissions and financial aid programs that attract a high-quality and diverse mix of students to UW-Madison;
- Experience in working with alumni and other supporters, involving them on campus and promoting philanthropy.

Personal skills and values that result in effective leadership at UW-Madison. This includes:

- A collaborative approach to working with staff, faculty, students, and fellow senior administrators in which everyone is treated as a respected partner;
- Commitment to the highest level of ethical behavior in all aspects of the job;
- Communication skills that lead to effective interactions both inside and outside the University;
- A sense of responsibility and ability to complete job-related tasks in a timely and effective fashion;
- A dedication to being part of not just the UW-Madison community, but also the community of alumni, local and state leaders;
- A passionate commitment to the importance of the UW-Madison to the state of Wisconsin and the importance of large public research universities to our nation and the world.

Application Instructions

Applications and nominations must be received by **Wednesday, March 6, 2019** to ensure consideration. A letter of application describing interest in the position and how professional experience has prepared the candidate for this position should be accompanied by a resume and the names, addresses, emails, and telephone numbers of five professional references. Candidates will be informed before references are contacted. The search and screen committee will evaluate candidates' qualification and select individuals for interviews.

Please submit inquiries, nominations and application materials to:
Professor Anja Wanner, chair of the search and screen committee
c/o Shelly Weiss Storbeck, Managing Partner
Tom Fitch, Partner, and
Amanda Bennett, Senior Associate
Storbeck/Pimentel & Associates
UWMadisonProvost@storbecksearch.com

UW–Madison is an equal opportunity/affirmative action employer that promotes excellence through diversity and encourages all qualified individuals to apply.