

COLLEGE for Creative STUDIES

Associate Provost

Reporting to the Provost, the Associate Provost oversees those policies and practices that affect faculty status, pedagogy and professional development and advocates for the interest and needs of the faculty. The Associate Provost is a member of the College's leadership team.

Responsibilities of the Associate Provost:

- In cooperation with the Deans of Undergraduate and Graduate Studies, coordinate the hiring of full-time and adjunct faculty in accordance with HR office procedures, seeking faculty of exceptional ability and who share a commitment to excellence in teaching, scholarship, and professional practice.
- In cooperation with the Deans of Undergraduate and Graduate Studies, oversee faculty reappointment and promotion
- Manage the process for the evaluation of faculty and department chairs
- Develop and manage a robust faculty professional development process
- Maintain an updated file of course syllabi by semester and department
- Coordinate with Enrollment Services in tracking student attrition and developing initiatives to increase retention
- Oversee the systematic application of the CCS assessment process
- With the Deans of Undergraduate and Graduate Studies, oversee and confirm compliance with applicable accreditation standards for all programs
- Respond to concerns raised by students and/or faculty, and seek resolution to the issues
- In collaboration with Enrollment Services, facilitate faculty participation in student recruitment to expand undergraduate enrollment
- Participate in various College outreach activities such as visiting speaker events, exhibitions, open houses, portfolio days, the annual Student Exhibition and Commencement
- Represent the College in the city of Detroit and in the region
- Plan and facilitate New Faculty Orientation, Full-time and Adjunct
- Support faculty scholarly research, and creative activity
- Manage faculty sabbatical request process
- Approve internships and independent study applications
- Maintain the Faculty Handbook and other policy documents relative to faculty status
- Provide leadership and guidance on faculty matters, concerns and issues
- Serve, ex officio, on all faculty related committees and task forces and the Academic Calendar Committee
- Other duties as assigned by the Provost