

# Position Specification

## Illinois Institute of Technology Provost

### ***The Institute***

Illinois Institute of Technology (IIT) is a private, technology-focused research university offering undergraduate and graduate degrees in engineering, science, architecture, business, design, human sciences, applied technology and law. One of 22 institutions that comprise the Association of Independent Technological Universities (AITU), IIT offers exceptional preparation for professions that require technological sophistication, an innovative mindset and an entrepreneurial spirit. Founded in 1890, the University's main campus, designed by the legendary architect Ludwig Mies Van der Rohe, is located on Chicago's South Side. Among its distinguished alumni are Martin Camras, Martin Cooper and Susan Solomon.

### ***The Position***

#### ***Location***

Chicago, Illinois

#### ***Position Summary***

The Provost at IIT is the Chief Academic Officer and the Senior Vice President for academic affairs and is responsible for achieving the mission of the University:

- To provide distinctive and relevant education in an environment of scientific, technological and professional knowledge creation and innovation.

#### ***Reporting Relationship***

The Provost reports directly to the President of the University and formally serves in place of the President when the President is unavailable. The Provost reports on academic issues to the Board of Trustees and is the liaison to the board's Academic Affairs Committee.

### ***Major Areas of Responsibility***

As the chief academic officer of the institution, the Provost is charged with the responsibility for internal and external evaluations of the quality of its academic units. The Provost provides leadership to the faculty, staff and student body and ensures that the curriculum—in terms of content, disciplines represented and delivery methods—reflects the mission of the University.

Responsibilities for the Provost include but are not limited to the following (not in priority order):

- Academic programs
- Academic performance and retention
- Budget development
- Campus information technology
- Faculty hiring and promotion
- Research funding and productivity
- Strategic planning
- Student career services (placement)
- Student life

### **Major Duties:**

- Serve in place of the President when appropriate.
- Work closely with the Vice President of finance and administration to develop the annual budget of the University, ensuring that the academic goals are aligned with resource allocations.
- Accomplish the academic goals of the strategic plan.
- Regularly report to the Board of Trustees on academic and other matters, including enrollment and retention of students and reviews of academic departments, colleges and institutes.
- Supervise all matters related to curriculum and instruction in the University, including online, evening and summer courses.
- Oversee the research enterprise at the University, including fundraising.
- Oversee the recruitment and retention of faculty, promotion and tenure decisions.
- Work closely with the Faculty Council to develop academic policies codified in the student and faculty handbooks.
- Help lead the University in achieving its goals for diversity.
- Provide advisory recommendations to the President on all academic appointments, including tenure and promotion matters and ensure that all processes comply with the terms of the faculty handbook.

- Oversee all aspects of the student experience on campus as well as career advice and placement.
- Provide oversight of enrollment, including retention of students.
- Assist the President in institutional advancement (fundraising and alumni relations).
- Provide leadership across the University with integrity, commitment and concern for all members of the campus community.

**Direct Reports:**

- Academic Deans:
  - Armour College of Engineering
  - Chicago-Kent College of Law
  - College of Architecture
  - College of Science
  - Institute of Design
  - Lewis College of Human Sciences
  - School of Applied Technology
  - Stuart School of Business
- Dean of Libraries
- Vice Provosts:
  - Research
  - Technology
  - Academic Affairs
  - Student Affairs
  - Student Success, Retention and Placement
- Directors of the three University Research Institutes:
  - Pritzker Institute of Biomedical Science and Engineering
  - Wanger Institute for Sustainable Energy Research
  - Institute for Food Safety and Health
- Three Office Staff

**Attributes:**

- A leader, strategic thinker and distinguished scholar / researcher.
- Committed to serving the entire University community.
- Excited about IIT's commitment to world-class research and scholarly activity, distinctive undergraduate and graduate education and the development of students to be leaders after graduation.
- An effective communicator and an active listener with effective interpersonal skills.

## ***The Candidate***

### ***Professional Qualifications***

- College dean or higher position including experience in the development and administration of curricula, preparation of budgets, personnel evaluations and decisions, strategic planning and the use of technology in higher education.
- Proven ability to successfully communicate and interact with a wide range of constituencies in a diverse community.
- National and international recognition in the candidate's field of interest.

### ***Compensation***

Compensation for this position is commensurate with experience.

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**To learn more about this opportunity or provide a confidential referral, please contact:**

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