

THE UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** President

**DUTIES, RESPONSIBILITIES AND QUALIFICATIONS:**

Academic eminence and an earned doctorate and other credentials sufficient to warrant appointment to a tenured senior faculty position.

Must demonstrate evidence of scholarly or creative achievements and have written and spoken on significant scholarly subjects.

Substantial experience in a senior administrative position, in an institution with many diverse teaching, research and service programs.

Related educational experience is also desirable such as serving on task forces, commissions, boards of trustees of other education-related organizations. Aware of current trends in higher education. Evidence of ability to organize an effective administrative organization and to delegate responsibility appropriately. Leadership in ensuring faculty and staff vitality through the fostering of professional development.

Successful administrative experience that clearly demonstrates leadership capacity in financial management.

The President, as the Chief Executive Officer, bears ultimate responsibility for the \$130 million budget of the University. This includes ensuring the adequacy of the campus environment and physical plant--library, laboratories, classrooms, dormitories, athletic facilities, student centers, fine arts facilities. The successful candidate will have demonstrated the ability to act decisively to address difficulties anticipated through strategic planning.

Demonstrated success in developing positive community relations and fund-raising activities.

Capable of articulating the aspirations of higher education and representing the University convincingly to gain confidence of outside constituents. Ability to assume a visible role in developmental activities which generate financial support from alumni friends and supporters of the University, including private donors, business and industry, foundations, and local, state and federal grants. A proclivity for participation in public relations and marketing programs for the University.

Broad understanding of Academic Affairs and dedication to growth and strengthening of academic program and research activities.

President (0753)

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Leadership in nurturing a well-balanced University while strengthening selected programs. Leadership in the development of research support systems that will facilitate effective competition for research funding. Commitment to the concept of academic freedom. The ability to motivate an appropriate balance of faculty commitments to teaching, service, and scholarly activities.

Recognition of the centrality of students in the University.

Commitment to enriching the overall quality of student life through availability of a broad range of co-curricular activities and student services. Ability to stimulate periodic revitalization of institutional efforts to provide educational activities of the highest quality. Appreciation for a broad concept of student development that encompasses cognitive, aesthetic, ethical, interpersonal and physical facets of human experience.

Sensitivity in Human Relations and the ability to elicit cooperation from many diverse groups to enrich the University environment.

Understanding of and commitment to the role of students, faculty and staffing policy making. Understanding of the role of collective bargaining and ability to maintain a constructive and positive attitude between campus unions and university administration and state government. Demonstrated active support for affirmative action, equal opportunity, accessibility for the handicapped, and the broadening of cultural and ethnic diversity, at all levels of hierarchy, among student, staff, and faculty constituencies.

Personal and intellectual integrity, open to divergent opinions and able to act decisively when necessary.

The stamina to cope with a demanding schedule. Sense of humor, maturity and vigor. Resilience and infectious optimism. The ability to build consensus through an "open" style of administration. Public presence and political savvy.

Class Code: 0753  
Position #: 6729  
Date: 7/6/87

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THE UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Provost & Vice President, Academic Affairs

**DIVISION:** Office of the Provost

**REPORTS TO:** President

**BASIC FUNCTION:**

Provide strong academic leadership to keep the University's educational program vital, lively and current with the best of what is happening nationally. Direct and coordinate the formulation and implementation of short and long term goals of the University's educational programs. Integrate the efforts and emphases of all instructional and research programs as well as educational service programs to achieve balance, direction and high quality in support of University goals.

**DUTIES AND RESPONSIBILITIES:**

Serve as the chief academic officer of the University with overall supervision of the teaching and research missions and of the faculty.

Primarily responsible for academic planning and budget development, and for the promotion and tenure of faculty members. Also responsible for recommending long-range goals in academic areas, especially in research and curriculum, to insure that the University is fulfilling its academic mission today while continually adjusting to new intellectual currents in higher education.

Act as Chief Executive Officer in the absence of the President, and on behalf of the University in those matters not specifically designated to the other Vice Presidents.

Oversee and coordinate the Offices of the Vice Provosts for Academic Programs and Services, Research and Service, Marine Affairs and the Assistant Provost. Provide management and leadership in a coordinated program of teaching, research and grants development.

Develop and recommend to the President new programs regarding the role of the University in public policy. Supervise existing public policy programs including Labor Studies and Labor Relations and assist in developing new programs to carry out the University's public policy mission.

Chair of the Council of Academic Deans.

Work in conjunction with the Vice President for Student Development to insure continuity between the faculty and student experience.

Respond to faculty needs for appeals beyond the Dean's level and to faculty needs for clarity in the intellectual mission of the University.

Authorizing agent for official travel by faculty and for the expenditure of funds for academic units.

Provost & Vice President, Academic Affairs (0777)  
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**QUALIFICATIONS:**

Earned doctorate and a distinguished record in both research and teaching.  
Broad experience and demonstrated competence in university administration and leadership.

Class Code: 0777  
Position #:  
Date: 3/3/88, 3/00

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Class Code:.....0976-03  
Position #: (NUNC)...7015  
Developed by:.....TEP  
Reviewed by:.....RLC  
Approved by:.....RHL  
Date:....4/92,10/98,6/03

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Vice President, Administration  
**DIVISION:** Business and Finance  
**REPORTS TO:** President  
**GRADE:** N/A  
**SUPERVISES:** Professional, technical and clerical support staff

**BASIC FUNCTION:**

Work with the President, Provost, and Office of Higher Education to obtain, control, define, and distribute the resources needed to accomplish the University's mission and goals. Direct and manage finance, purchasing, human resources, labor relations, public safety, safety and risk management, enterprise funds, conference centers, and plant operations of the University. Serve in a leadership role in the establishment of fiscal policy for the University. Integrate all business affairs functions to achieve a level of efficiency and effectiveness which supports the overall mission and goals of the University. Assure effective communications regarding finance and administration to all internal and external University stakeholders. Oversee the continuous improvement of the fiscal and accounting records and the business processes of the University. Supervise the planning and implementation of capital construction, renovation, and asset protection. Serve as a senior advisor and consultant to the president, the provost and the vice presidents on all matters related to the administration of the University.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Direct and coordinate the University's Office of the Controller, Human Resources, Business Services, Budget, Facilities and Operations, Capital Projects, Purchasing, Payroll, the W. Alton Jones Campus, the Ryan Center and the Boss Arena, and the Public Safety and Risk Management functions to achieve optimum efficiency and effectiveness in operations.

Direct the overall development and organization of business affairs functions to respond to and meet existing and prospective administrative needs of the University.

Provide direction and administrative control for University budget preparation, administration, disbursement and evaluation.

Supervise formulation of University fiscal policy, including investment, long and short-term financing arrangements, debt management, business enterprise development, appropriations and research funding.

Coordinate and direct the planning, financing and implementation of all University capital improvement, new construction, major renovations, facilities expansion and property acquisition to meet University needs, given existing financial constraints.

Direct, coordinate and supervise those responsible for budgetary information, interpretation and responsibility through the Business Services Council.

Draft, support and clarify University business and financial affairs presentations before the Board of Governors and the other governmental bodies of the state.

Coordinate all University business and financial affairs functions with appropriate staff of the Commissioner of Higher Education and the State Department of Administration.

**OTHER DUTIES AND RESPONSIBILITIES:**

At the request of the President, represent the University before national, state and local governmental, educational and civic groups.

Participate in University executive and planning committees.

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

REQUIRED QUALIFICATIONS: Bachelor's degree (master's degree in a field related to the responsibilities of the position preferred); minimum of 5 years of senior level management experience in a large, complex organization; proven expertise in fiscal management, regulatory compliance, human resources, facilities management, business services, project management and business enterprises; outstanding writing and presentation skills, including the ability to define goals clearly and to present complex information to various stakeholders; strong working knowledge of financial and information technologies; experience working with a diverse workforce at all levels. PREFERRED QUALIFICATIONS: experience in higher education or non-profit or government; understanding of and commitment to the academic and outreach mission, culture, and goals of a research university; experience in a collective bargaining environment; problem solving and data-based decision making skills; ability to be a forceful advocate for and to

generate support for adequate and consistent institutional funding; experience in functioning effectively as a member of an administrative team responsible for progressive policy and practice; demonstrated leadership skills, including the ability to encourage the imagination and creativity of an empowered workforce; proven accomplishment in guiding a large organization to the efficient accomplishment of goals in a manner compliant with required rules and regulations; possess and share a sense of compassion and humor.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Class Code:.....0976-03  
Position #: (NUNC)....7015  
Developed by:.....TEP  
Reviewed by:..... RLC  
Approved by:.....RHL  
Date:2/89,4/92,10/98,6/03

THE UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Vice President, University Advancement

**DIVISION:** University Relations

**REPORTS TO:** President

**BASIC FUNCTION:**

Provide leadership for the University in a creative, efficient and integrated approach to its external responsibilities, including alumni involvement, fund raising, communications with its constituencies, and public affairs programming. The overall objective is to create a climate of strong support and understanding of the University, particularly within Rhode Island.

**DUTIES AND RESPONSIBILITIES:**

Advise the President regarding, and administer the programs in, fund raising, alumni affairs, media relations, and public affairs, including coordination of the University's effort to support the economic development of the state.

Evaluate and report to the President on public and media perceptions of and reactions to the issues and challenges confronting the University.

Review and coordinate institutional promotional campaigns.

Design and coordinate the University's fund-raising strategies, as the head of a team of alumni, students, faculty and friends, including leaders of the business, labor and philanthropic communities. With deans and department heads, design and coordinate a cultivation program of current and potential donors.

Working closely with the President, Provost, Vice Presidents and Deans, serve as coordinator and University representative in relationships with state agencies, business, labor and other organizations developing initiatives which seek to build and diversify the economic base of Rhode Island.

Serve as the President's representative, where appropriate, in deliberations and relationships with the University of Rhode Island Foundation. Serve as the President's designee in relationships with the Executive Director of the Foundation and the Director of Alumni Affairs.

Prepare, manage and account for the division's personnel and budget.

Plan and execute special events, including alumni gatherings, community affairs programs, special institutes, dedications, commencement, convocations, press conferences, etc.

Serve in such other capacities and with additional responsibilities as assigned by the President.



**QUALIFICATIONS:**

Master's degree from an accredited institution required. Higher education administrative experience in public affairs, development and fund-raising showing progression to senior-level of responsibility required. Experience in guiding multi-phased capital as well as annual fund campaigns preferred. Knowledge and expertise in the areas of media relations and publications are preferred.

Class Code: 0973  
Position #: 8086  
Developed by: E. Eddy  
Approved by: RHL  
Date: 2-21-91, 4-26-91

Class Code:-----0974  
Position#: (NUNC)  
Developed by:-----TEP  
Reviewed by:-----OK  
Approved by:-----RHL  
Date:2/2/89;4/92;10/98;4/01

THE UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Vice President, Student Affairs

**DIVISION:** Student Development

**REPORTS TO:** President

**BASIC FUNCTION:**

Focus on the teaching and learning side of Student Affairs. Provide leadership for the following organizational areas: campus life, including the Greek system and career services; residence life; student programming, including athletics and recreation; minority affairs programming and campus diversity; auxiliaries.

**DUTIES AND RESPONSIBILITIES:**

Responsible for planning, supervising and allocating resources in the areas of academic and personal advising, campus life activities, and auxiliary student services.

Create a climate within the University community in which students may achieve excellence in all aspects of intellectual and social growth.

Supervise and coordinate the activities of the Dean of Students and the Assistant Vice President for Campus Life.

Serve as the chief spokesperson for and to the President on matters pertaining to the cultural, social and academic needs of students. Provide leadership in developing a continuing orientation program for students.

Evaluate and make recommendations of necessary and/or desirable changes in the various programs and services in the area of Student Affairs, as well as University policy, programs and practices pertaining to students.

Responsible for budget management in consultation with department heads and the business manager for Student Affairs.

Serve as the designee of the President on an ad hoc basis in all matters pertaining to the life of the University.

**OTHER DUTIES AND RESPONSIBILITIES:**

Encourage appropriate opportunities for student participation.

Serve as a permanent member of the Council of Deans.

Perform additional responsibilities as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

The following are required: an earned doctorate from an accredited institution; a minimum of five years' experience at the dean or director level (or above); evidence of creating and implementing campus programs that develop and embrace students; a record of progressively higher levels of responsibility within student affairs; a demonstrated commitment to gender and diversity issues; a solid skill base in budgeting, strategic planning and personnel; strong communication skills; strong supervisory skills/experiences; ability to work collaboratively with academic affairs and with athletics in behalf of such issues as student retention and student success; a familiarity with management and business issues relevant to the auxiliary enterprises, such as food services and bookstore.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

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