

Associate Provost Positions

Dear Colleagues:

During my first six months as Provost, I have discovered that the responsibilities associated with the position are extensive enough to warrant adding two associate provost positions. Both Associate Provosts will be Longwood faculty members and will receive reassigned time during the academic year as well as a stipend for their work during the summer. They will be involved in teaching, although at a reduced load. Academic Affairs will provide support for their departments to meet instructional needs in order to ensure that our students are still well served. The term of appointment is three years with the possibility of reappointment for one additional term to ensure that these positions provide leadership opportunities for more faculty in future years.

The Associate Provost for Outreach Programs and Initiatives will work with our programs at the Longwood Center for the Visual Arts, Hull Springs Farm, and the Moton Museum to ensure that their missions and activities are aligned with the University's strategic plan and priorities. The Associate Provost for Academic Innovation and Development will collaborate with the Center for Faculty Enrichment (CAFÉ), the Division of Strategic Operations, the Office of Student Affairs, and the Office of Assessment and Institutional Research (OAIR), as well as with faculty and academic leadership across the University's colleges to design, coordinate, implement, and evaluate strategies to enhance student learning and academic success. Although the associate provosts will work closely with these units, there will be no change in reporting lines within Academic Affairs. The three outreach units will continue to report to the Provost as will CAFÉ and OAIR. The associate provosts will provide an additional source of support and coordination of efforts within their respective areas of responsibility.

Although some institutions conduct external searches for such positions, I believe it is better to appoint individuals from within our faculty as we do in the case of department chairs, unless there are no willing and qualified candidates. For the initial appointments, we are fortunate to have two faculty members who have been actively engaged in these areas of responsibility for the past year. As Acting Associate Provost Lara Fergeson has been working closely with LCVA, Hull Springs Farm, and the Moton Museum and is currently serving as interim director for Moton while the search for a permanent director is underway. David Lehr has been working on a voluntary basis with Jennifer Green and Victoria Kindon on matters pertaining to student retention and success and has been analyzing data to create a more complete understanding of the types of support our students need in order to remain in good standing and graduate on time.

The responsibilities associated with these positions and the process of selecting subsequent appointees may change in the future, but at this point in time, I believe that our outreach programs and our efforts to enhance student retention and success will benefit significantly from the addition of these two positions and the efforts of the two faculty members who will be the initial appointees.

Best,

Joan

Joan L. Neff, Ph.D.
Provost and Vice President for Academic Affairs

Position Description: Associate Provost for Outreach Programs and Initiatives

Status: Full-time faculty position with reassigned time during academic year + salary supplement for work in the summer

Direct Report: PVPAA

Length of Contract: 3-year term, renewable for one additional term

Salary: Faculty salary + stipend

Teaching: Minimum of one and maximum of three courses per academic year (Fall and Spring Semesters) with course load adjustments as warranted

Under the direction of the PVPAA, the Associate Provost for Outreach Programs and Initiatives works closely with Longwood's Center for the Visual Arts, Hull Springs Farm, and the Moton Museum to ensure that their missions and activities are aligned with the University's strategic plan and priorities and that they support the core academic mission. The AVP also will assist academic units throughout the University with developing opportunities for students to effectively incorporate these outreach operations into their educational programs.

Specific responsibilities include:

- Meet regularly with the directors, staff, and advisory boards of LCVA, Hull Springs Farm and the Moton Museum in order to maintain a close working relationship between these entities and Academic Affairs.
- Assist the directors and staff of these entities in connecting with faculty in order to create opportunities for students to engage in research, creative work, internships, and service projects.
- Engage the directors and staff in developing new programmatic initiatives to assist faculty who desire to incorporate aspects of the work of these units in their courses.
- Assist the entities in their efforts to engage with the communities in which they are located in ways that not only enhance the reputation of Longwood University but also benefit those communities.
- Provide support for hiring and training program staff.
- Respond to unexpected needs or situations, including unanticipated vacancies, especially those involving the director of an entity.
- Assist entities in developing strategic plans and goals that align with those of the University and developing assessment procedures that provide opportunities to ascertain the extent to which goals are achieved.
- Perform other duties as assigned by the PVPAA.

Position Description: Associate Provost for Academic Innovation and Development

Status: Full-time faculty position with reassigned time during academic year + salary supplement for work in the summer

Direct Report: PVPAA

Length of Contract: 3-year term, renewable for one additional term

Salary: Faculty salary + stipend

Teaching: Minimum of one and maximum of three courses per academic year (Fall and Spring Semesters) with course load adjustments as warranted

Under the direction of the PVPAA, the Associate Provost for Academic Innovation and Development works closely with the Center for Faculty Enrichment (CAFÉ), the Division of Strategic Operations, the Office of Student Affairs, the Office of Assessment and Institutional Research (OAIR), and faculty and academic leadership across the University's colleges to design, coordinate, implement, and evaluate strategies to enhance student learning. By forging effective linkages among various units across campus dedicated to student learning and academic success, this new position will foster a holistic approach to student success and will play an integral role in enhancing retention and graduation rates. Specific responsibilities include:

- Facilitate the development and use of a variety of data-informed methods to identify opportunities and challenges related to student learning and academic success.
 - Work with OAIR, Strategic Operations, and Student Affairs to create a comprehensive database of student information to support developing a predictive model of student academic success, retention, and graduation.
- Advise the PVPAA on factors that influence student learning and recommend innovative strategies and programs to enhance student learning.
- Foster faculty, department, and college -level strategies designed to enhance student learning and improve academic success in multiple measurable ways.
 - Coordinate strategic programmatic efforts with CAFÉ, Student Affairs, and Strategic Operations.
- Cultivate the seamless and cohesive merger of department and college-level student academic success strategies with University-wide initiatives.

- Collaborate with OAIR and other University offices in conducting ongoing assessment and continuous improvement of academic learning initiatives and outcomes.
- Participate in the development and promotion of University-wide innovative programs designed to improve student success outcomes and retention.
- Assist the PVPAA in effectively communicating goals, policies, and outcomes related to student success and retention to a variety of audiences.
- Enhance Longwood University's presence in the field of student success and retention through conference participation and publication.
- Perform other duties related to academic innovation and development as assigned by the PVPAA.