

**Official Title: Provost and Academic Dean**  
**Pay Schedule: AD-11**

**Tenure Track Position**

This description is used for the chief academic officer. As a minimum, the individual holds a doctoral or terminal degree in a field of study relevant to the mission and function of the Naval Postgraduate School.

- A. **Summary:** The Provost and Academic Dean serves as the chief academic officer. All academic functions and supporting services report to this office. The Provost and Academic Dean is responsible for the day-to-day academic and associated administrative operations of NPS, oversees a diverse faculty and staff, provides long-term planning leadership for the campus community, oversees the NPS academic budget, and advises the President on all campus issues.
- B. **Duties:** the Provost and Academic Dean:
- manages the governance of the academic enterprise
  - oversees academic quality in both instructional and research programs;
  - administers the promotion and tenure process;
  - is responsible for accreditation processes and accreditation;
  - leads in the development of new programs;
  - leads long-range planning for the maintenance and improvement of academic program quality and service to military and defense communities;
  - provides academic advice, service, or consultation to, first, Naval and Defense activities , and second, the larger community of scholars and others, as required;
  - ensures that annual operational plans meet the University's short- and long-term goals and objectives;
  - interacts with the Department of Navy and Department of Defense
  - performs other duties commonly understood to be faculty duties, as required.
- C. **Scope of duties:** Provost and Academic Dean directly manages the Vice Provost, Deans(of Schools, Research, and Students), and the University Librarian, . Provides guidance in the operations of research programs, student services, information resources, and finance and administration of the school. The Provost and Academic Dean has significant off-campus impacts through services offered to DoN activities, DoD activities, and professional organizations.
- D. **Qualifications:**
- Doctoral or terminal degree in a relevant field to the mission and function of the school;
  - Minimum five years experience in higher education administrative positions of substantial responsibility in both academic and administrative management;
  - Knowledge of the workings of the Department of Defense;
  - Mastery of leadership and communications skills;
  - Demonstrated record of scholarship and teaching commensurate with the rank of full professor, and should be eligible for tenure at this rank