Official Title: Vice Provost, Academic Affairs
Pay Schedule: AD-9

A. Summary: The Vice Provost, Academic Affairs, is responsible for oversight and coordination of NPS’s graduate education and academic programs on behalf of the Provost and Academic Dean. The Vice Provost, Academic Affairs, provides educational strategy, academic policy, resourcing coordination, administrative oversight, operational coordination, program analysis, and education service support for NPS’ graduate education and academic programs.

B. Duties: the Vice Provost, Academic Affairs
- organizes, manages, budgets, and governs the Academic Affairs units to carry out the educational policies of the school;
- promotes continuous improvement and assures the quality and relevance of NPS graduate education programs;
- develops and coordinates academic policies and regulations;
- develops and coordinates educational programs and curricula, and review of curricula requirements.;
- oversees the academic planning function
- oversees resourcing and provides functional expertise toward the development of NPS academic systems
- leads in the development of new academic programs; interacts with Department of Navy and Department of Defense communities with respect to education requirements;
- leads the academic resource management process relating to the development of academic requirements, academic programming, development of the academic budget, and coordination of sponsored education resourcing policy;
- ensures operational excellence in the business, administrative and support areas that relate to Academic Affairs;
- performs other duties commonly understood to be faculty duties, as required.

C. Scope of duties: Vice Provost, Academic Affairs, supervises the Academic Affairs supervisory staff to include Registrar/Admissions;; Programs Office; Academic Planning and Institutional Research; and all assigned resources. Provides guidance in the operations of student services, information resources, and finance and administration of the school. The Vice Provost, Academic Affairs; provides significant external services to DoN activities, DoD activities, and professional organizations.

D. Qualifications:
- an earned 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;
- demonstrated record of scholarship and teaching commensurate with the award of tenure; and
- mastery of leadership, management and communications skills.