

Associate Provost for Budget and Personnel Job Description



The Associate Provost for Budget and Personnel supervises the Academic Affairs budget staff, and may be assigned supervision of other administrative units in Academic Affairs. The principal duties of the job entail:

Ensuring that direct reports consistently follow the policies of the University and Academic Affairs.

With the assistance of the Academic Affairs business managers:

Ensure that the Academic Affairs budget is transparently represented to deans and others who request information. Provide budget guidance to the provost. Provide analyses of budget information to the provost upon request and in anticipation of the need for such analysis by the provost. Collaborate in the development of budget models, both with other vice-presidential areas and within Academic Affairs. Conduct budget reviews with Academic Affairs units to ensure that budgets are effectively managed across Academic Affairs.

Managing the Academic Affairs salary administration process, including approving salaries for new hires, transfers, and other pay changes in the staff compensation system to ensure pay equity, following the administrative pay guidelines of the HR department.

Managing the Academic Affairs salary administration process for faculty, department chairs, and associate deans, including approving salary offers for these positions and ensuring that salary equity is maintained as new appointments occur.

Regularly signing off on personnel forms (position authorization documents, transaction forms, hiring packets, H1B applications, and others) for the provost in a manner consistent with University policy. Seeking input from the provost on such documents when appropriate. Approving travel authorizations, travel vouchers, and expense reimbursements for those who report to the provost.

Assisting the provost in executive searches by participating in the interview process and by advising the provost on executive staffing decisions.

Supervising the sabbatical leave review process and the promotion and tenure review processes in the provost's office, to ensure that files are in order, received on time, and that appropriate reviews are conducted by the associate provosts who hold tenure. Advising the provost on sabbatical leave and promotion and tenure decisions.

Representing the provost, upon request, to faculty senate councils and other groups both within Academic Affairs and to units with other vice-presidential areas, including involvement in major construction projects.