**Administrative Position Descriptions**

**President**

The President is the chief executive officer of The University of Montana with its affiliated campuses in Missoula, Butte, Dillon, and Helena. Subject to the management and control authority of the Board of Regents of Higher Education and the administrative authority of the Commissioner, the President is responsible for the ongoing development of the University and the advancement of its mission and goals. As chief executive officer, the President plays a leadership role in establishing University priorities and articulating those priorities to the Board of Regents and the Legislature. Under the supervision of the Commissioner of Higher Education the President works with the President of Montana State University to coordinate the educational program of the System.

The President has overall responsibility for the development and management of the University's business functions. The President must translate the priorities of the University into specific budget requests to the Commissioner of Higher Education and through the Board of Regents to the Legislature. Given the need for financial support in addition to that regularly provided through legislative appropriations and student tuition, the President participates actively with The University of Montana Foundations, the Chancellors and Deans, and the faculty in seeking funds from federal, State and local agencies, foundations, associations, businesses, and individuals.

Subject to Commissioner's approval, the President is responsible for a range of personnel matters, including appointment of administrators and faculty members. The President actively supports efforts to attract, develop, and retain high quality faculty and administrators. The President nurtures the teaching, research, and service functions of the University, emphasizes the University's commitment to overall student development both inside and outside the classroom, and actively supports student recruitment and retention efforts.

The President assumes a leadership role in fostering a sense of community within the University. Consistent with a tradition of active faculty and staff participation in the operation of the University, the President maintains a positive working relationship with the faculty and staff. Similarly, the President maintains open communications with the students and encourages student involvement in the University's operations.

The President serves as an advocate for the University, explaining its teaching, research and public services roles and its priorities to the public. On the State level, the President assists the Montana citizenry in understanding the important relationship between the University and the State, emphasizing the University's value as a resource for the entire State. The President seeks and maintains a cooperative relationship with the institution's many external constituencies, including members of the State legislature; federal, State, and local officials; public associations; other educational institutions; civil and business leaders; and friends and alumni of the University. The President represents the University in national and international spheres and seeks to enhance the University's reputation and involvement in these broader communities.

**Provost and Vice President for Academic Affairs**

The Provost provides leadership for and ensures quality of academic programs. The Provost is responsible for all personnel, budgetary and curricular matters within the academic part of the university and approves all academic appointments, promotion, tenure, and faculty leaves. Responsibilities include oversight of academic assessment and program review. The Provost works with constituents on- and off- campus with regard to academic directions and accomplishments of the institution. In particular, the Provost works with the Office of the Commissioner of Higher Education and the Montana University System Board of Regents in all academic matters of the four campuses of The University of Montana. Accordingly, the Provost has direct responsibility for the Associate Provosts; the Academic Deans, the Dean of the Mansfield Library; the Registrar; and the Dean of Continuing Education and Summer Programs. In addition, the Provost works collaboratively with the Vice President for Research and Development in research efforts and with the Vice President for Student Affairs for undergraduate enrollment management and with the Chief Academic Officers of The University of Montana-Helena College of Technology, Montana Tech of The University of Montana and The University of Montana-Western in academic curriculum and policy.

**Vice President for Research and Development**

The Vice President for Research and Development has direct or coordinative responsibility for all research and research-related activities and the University of Montana. The Vice President provides leadership in the development of policies and essential infrastructure as well as the identification of new opportunities for research and creative activity. Responsibilities include:

* Oversight for all research activities on the Missoula campus.
* Administrative responsibility for all funded research projects at the Missoula campus.
* Stimulation of research and creative activity on all campuses.
* Communication with administrators, faculty, staff, and students in the colleges, schools, departments, and programs to develop research and creative activity at the University
* Coordination with other University executive officers to establish and advocate state and federal research priorities.
* Coordination with the Office of the Commissioner of Higher Education counterparts at Montana State University, and with representatives of private and Tribal colleges in Montana to promote collaborative research programs.
* Liaison with government and private agencies and organizations to promote research and development.
* Promotion of University involvement in international programs.
* Coordination with The University of Montana Foundation and appropriate economic development entities to promote partnerships with the private sector.
* Provision of timely and responsive services to principal investigators in the search for appropriate funding opportunities and the administration of research contracts and grants.
* Organization and oversight of several research and outreach centers at The University of Montana-Missoula.

**Vice President for Administration and Finance**

The Vice President for Administration and Finance is the Chief Financial Officer for the four campus system of The University of Montana and supervises seven operating departments on the Missoula campus.  Fiscal responsibilities include management of state appropriation and tuition revenue, creation and implementation of both budget and investment strategies, the sale and management of revenue bonds, short and long term resource planning and analysis and overall responsibility of the institutional budget. The Vice President works closely with the Commission of Higher Education, the Board of Regents, and when in session, the Montana State Legislature.

Departments within Administration and Finance include:

* **Business Services:** Accounting, Accounts Payable, Travel, Property Management, Purchasing, Student Accounts Receivable, and Debt Management
* **Facilities Services:** Mail services, Campus Stores, Construction Management and Planning, Motor Pool, Custodial, Grounds, Maintenance, Heating and Power Plant, and Recycling
* **Human Resource Services:** Employment Classification, Benefits, Recruitment, Staff Development, Payroll, and Training
* **Office of Public Safety:** Parking, Safety, Security, and Key Shop
* **Planning, Budget & Analysis**

Also under the purview of the Vice President is:

* **Adams Event Center:** western Montana's premier venue for athletic events, concerts, and special productions.
* **Montana Island Lodge:** an executive conference facility resort operated by the University.

**Vice President for Student Affairs**

The Vice President for Student Affairs is responsible for providing administrative leadership to student life and student services at The University of Montana, Missoula. The position is responsible for: providing vision and leadership for student life, student services, and student learning outside the classroom; inspiring and motivating the directors and staff of the offices within the Division of Student Affairs; developing teamwork among the directors; implementing planning and change strategies; developing annual operating budgets and capital improvement budgets for the Division of Student Affairs; administering the Student Conduct Code; being the administrative Liaison to the Associated Students of The University of Montana; serving as a student ombudsperson; increasing the visibility, responsiveness and sensitivity of student services to students; nurturing a campus environment that is supportive of academic excellence; making the campus more welcoming and improving services to non-traditional students and students from underrepresented populations; supporting the University's increased efforts toward internationalization; advocating the University's commitment to diversity; working collaboratively with faculty and staff within the Division of Academic Affairs on recruitment and retention of students; advising and providing support to the President on matters pertaining to students and student life; and assuring that all activities and policies within the Division of Student Affairs are consistent with applicable policies and regulations of the State of Montana, Montana University System Board of Regents, The University of Montana, and the federal government.

**Executive Vice President**

Serves the President and the University campuses in the following capacities:

* Oversees external affairs for the University.
* Coordinates multi-campus University functioning.
* Works with the Executive Director of State Government Relations to assure appropriate liaison with the Executive branch of the State Government and through various State agencies.
* As a communicator, facilitator, and organizer as designated of meetings that affect University policies and procedures.
* As a member of committees as designated to represent the President.
* As an initiator of research needed for University planning.
* As the author of draft memoranda, letters, invitations, and directives as directed for the President's signature.
* As an advisor, the University Vice President assembles information, presents varying points of view, and participates actively in the decision-making process.
* As the collaborating liaison with the Commissioner's Office for the purpose of producing and disseminating information germane to the Montana University System.
* Serves as a member of and provides staff support for the Executive Committee of the University.
* Coordinates the President's Advisory Council.
* Coordinates the Local Executive Board of the Missoula campus.
* Serves as a member of the Missoula campus University Executive Planning Council and Strategic and Budget Planning Committee.
* Manages the University logo sales and marketing, working directly with the Collegiate Licensing Company.
* Fulfills other duties and responsibilities as assigned by the President.

**Associate Provost for Graduate Education**

The Associate Provost for Graduate Studies serves as a member of the leadership team of the Provost's office and is responsible for providing creative and dynamic leadership to the graduate education mission of the University, for growing the graduate program in a strategic manner, and for administering the policies related to the Graduate School.

**Responsibilities**

* Providing leadership and strategic direction in graduate education working collaboratively with the Deans to strengthen existing graduate programs and to develop new and innovative graduate programs designed to attract highly­ prepared students.
* Significantly increasing graduate enrollment through deliberate planning and effective recruiting strategies with special attention to the diversity of the graduate student population.
* Improving graduate student retention, graduation rates, success, and recognition.
* Establishing and enforcing minimum standards of graduate work while encouraging achievement at high standards.
* Working with the Graduate Council to establish policy, review programs, and assure student progress.
* Supervising the staff of the Graduate School in implementing the daily operations.
* Working with Continuing Education to enhance distance education options and collaborative agreements for graduate students.
* Overseeing all matters related to graduate studies including but not limited to: assistantship assignments, recommendations for the awarding of fellowships, admissions and dismissals, and accreditation of programs.
* Working effectively with the Deans to disseminate information, discuss policies and procedures, develop and review strategic plans and proposals, and implement tactics for strengthening the Graduate School.
* Organizing orientation and information sessions each year to inform graduate students and assistants about the university's mission, services, strategic direction, and to provide a forum for students to connect with one other.
* Being actively engaged in resource development for graduate programming from all sources.
* Providing policy support related to the Graduate School.
* Performing other management and supervisory tasks as assigned by the Provost.

**Associate Provost for International Programs**

* Oversight of ***International Programs (IP)*** and ***English Language Programs (ELP)*** personnel and activities
* Coordination of the various University units involved in international activity
* Development of relationships with international partner institutions and organizations
* Development and oversight of international research, training and development activities

Mission Statement: ***International Programs (IP)*** has the specific charge to promote and support the international education, research, scholarship, training, and projects that serve The University of Montana's international mission.  As an organizational unit, ***IP*** negotiates agreements with external agents to enhance research development opportunities, engages in interdisciplinary international programs and projects and sets up educational experiences for faculty and students through exchanges, grants and self-support.

**Associate Provost for Undergraduate Education**

* Overseeing and coordinating programs for student success and retention;
* Provide guidance and support to the Office for Student Success, Trio Student Support Services, Upward Bound, and Internship Services;
* Coordinating various aspects of academic program approval and delivery (curriculum and policy), and interacting with the BOR;
* Developing plans and programs for academic enrichment;
* Assisting the Provost in the approval of Unit Standards, Program Review, Assessment, and Accreditation;
* Assuming a leadership role in other areas of academic life as assigned by the Provost

**Dean of Libraries**

The Dean of Libraries:

1. Administers and manages the University Libraries, working with the Provost, Deans and policy making councils to articulate plans that will advance the research, teaching and learning of the campus.
2. Provides leadership for the library faculty through a collaborative process of planning, developing and managing programs and services
3. Strategically advances the services and resources of a research library to the institution through visionary leadership and advocacy
4. Maintains currency with issues surrounding scholarly communication
5. Ability to identify and effectively implement emerging information technologies.
6. Effectively manages the financial resources of the libraries
7. Works collaboratively and builds relationships among and between campus and external constituents
8. Advance fundraising efforts in support of the library

The Dean of Libraries reports to the Provost and Vice President for Academic Affairs.  The Libraries include the Maureen and Mike Mansfield Library on the mountain campus and the library of the College of Technology, Missoula.  The Libraries provide the technological support for the online catalog for all the Affiliated Libraries of the University of Montana.  The main campus collection is 1.5 million volumes, 30,000 print and electronic periodicals, is the depository library for government documents for Montana.  The staff consists of 65 FTE which includes 16 tenure track faculty, 2 professional staff, and 47 classified staff and employs approximately 50 students.  The library is open 115 hours per week/7 days per week.

**Dean of the College of Arts and Science**

The Dean of the College of Arts and Sciences provides leadership for programs in the humanities, biological and physical sciences, mathematics and social sciences. The Dean oversees all budget and curriculum matters for the College; serves as an advocate and fundraiser for the College on and off campus; and has responsibility for faculty development and evaluation.

**Dean of the College of Visual and Performing Arts**

The Dean's duties include budgeting, faculty development and evaluation, and fundraising. The dean nurtures and develops individual programs and faculty within the School, as well as leading the development of new programs and curricula, fostering a sense of excitement about the mission of the School and serving as an able and articulate advocate for the areas to the University administration, the community and the region. The Dean should exhibit persuasive leadership, fluent communication skills, a strong sense of team work, and a vision for the future of the arts.

**Dean of the College of Health Professions and Biomedical Sciences**

The Dean is the chief academic officer for the educational programs in the college, which include baccalaureate and master's degree programs in social work, entry-level professional doctoral programs in pharmacy and physical therapy, and traditional master's degree, and doctoral programs in neuroscience, toxicology, and pharmaceutical sciences. The Dean's responsibilities include developing and managing budgets, providing leadership in curriculum planning and coordinating external accreditation requirements for all College programs. As the chief academic officer of the College, the Dean is responsible for meeting campus requirements on faculty recruitment, appointment, and evaluation. The Dean is responsible for developing and maintaining effective communications with campus and external constituents, advocating for the schools, and their professions, fundraising activities, and fostering relationships with alumni and health professionals in the community and state. The Dean also supports the development of research programs, research and education centers, and outreach programs to attract students into health-related careers. (Revised 7/21/05)

**Dean of the School of Business Administration**

The Dean is the chief academic officer of the School and is responsible for providing leadership for the School in:  academic program development; formulation of a strategic plan for the School; promotion of excellence in teaching and scholarly activity; maintenance of AACSB accreditation at the graduate and undergraduate levels; faculty recruitment, development, and evaluation; and provisions of outreach programs.

The Dean is the chief fiscal officer and is responsible for financial planning, communicating the School's needs to the central administration and the external community, and budget management.  The Dean is the primary liaison between the School and its twenty-one member Business Advisory Council.  In addition, the Dean must foster outreach activities.

The Dean supervises the Department of Accounting and Finance, Management and Marketing, and Information Systems and Technology.  The Dean also supervises the Bureau of Business and Economic Research, Montana World Trade Center, Montana Business Connections, and American Indian Business Leaders (National Headquarters).

**Dean of the College of Technology**

The Dean's duties include budgeting, faculty development and evaluation, and fundraising; nurturing and developing individual programs and faculty within the College, as well as leading the development of new programs and curricula; leading the faculty to accomplish the mission of the College and serving as an able and articulate advocate for the technical education to the University administration, the community and the region. The Dean should exhibit persuasive leadership, fluent communication skills, a strong sense of team work, and a vision for the future of technical education.

**Dean of the School of Journalism**

The Dean is the academic, administrative and professional leader of the school. Duties include general administration, outside fund raising, directing the academic program, teaching, advising, and serving as the school's advocate on- and off-campus.

**Dean of the Davidson Honors College**

The Dean is the academic and administrative leader of the Davidson Honors College. Duties include general administration, external fund-raising, directing the academic program, teaching, advising, interacting with other schools and colleges within the University to gain support for the Davidson Honors College, and serving as the College's advocate on- and off-campus.

**Dean of the College of Education and Human Sciences**

The Dean has primary responsibility for leading and coordinating the affairs of the College. The Collegel is accredited by the National Council for Accreditation of Teacher Education at the bachelors, masters and doctoral levels and has primary responsibility for meeting the state-wide need for teachers at the elementary and secondary levels. In addition, the College prepares support personnel through specialized programs and the utilization of the University's liberal arts curriculum. As leader of the College the Dean must foster and maintain productive working relationships with campus departments and is the primary liaison between the College and its fourteen-member Advisory Board. Other responsibilities include:

* Administering the fiscal affairs of the College within the limits of state funding.
* Nurturing the professional growth and development of faculty and professional staff.
* Providing leadership for the implementation of sound curricular innovation.
* Developing and maintaining professionally oriented communication and relationships between the College and its student body.
* Developing and maintaining positive communication and working relationships between the College, the Office of Superintendent of Public Instruction and public schools within the State of Montana.
* Providing direction and leadership in state and national issues regarding the professional training and certification of educational personnel.

The Dean provides academic leadership for the College. The Dean oversees all budget and curriculum matters for the College; serves as an advocate and fundraiser for the College on- and off-campus; and has responsibility for faculty development and evaluation.

**Dean of the College of Forestry and Conservation**

The Dean provides academic leadership for the College of Forestry and Conservation and serves as the Director of the Montana Forest and Conservation Experiment Station. The Dean and Director oversees all budget, curriculum, research, and outreach matters for the College and Station; serves as an advocate and fundraiser for the College and Station on- and off-campus; and has responsibility for faculty development and evaluation.

**Dean of the Law School**

The Dean's duties include:

* Providing leadership for overseeing and continuing the School of Law’s commitment to excellence in teaching, scholarship, and service.
* Developing a sense of community among faculty, students, and staff, and maintaining effective formal and informal channels of communication with students.
* Securing and providing adequate public and private resources to support the school and faculty in their teaching, scholarship and service functions.
* Representing the Schools interest at The University and University System levels and encouraging School involvement and leadership within The University, including the development of interdisciplinary programs.
* Maintaining and enhancing relations between the School and other law schools, other units on the campus, law school associations, the AVA, State Bar of Montana, and the alumni.
* Managing the School's operations and budget.
* Enhancing placement efforts of the School.

**Dean of Continuing Education**

The Dean of Continuing Education is responsible for the development, coordination and administration of several university-wide programs, provides leadership for on-campus and off-campus continuing education initiatives, and serves as the principal University spokes-person for continuing education within the University and with external constituencies. Duties and responsibilities include program and budget development and administration, staff supervision, and research and reports. Current programs include Community and Professional Services, Lifelong Learning Project, and Educational Outreach including Extended Courses, Extended Degree Programs, Summer Programs, UMOnline, and Wintersession

**Dean of Students**

The Dean of Students is available to assist students.  The Dean administers the general misconduct portion of the Student Conduct Code. He serves as a liaison with the Associated Students of the University of Montana (ASUM) and other student groups, and is a member of the Diversity Advisory Council.

**Registrar**

The University Registrar recommends, implements, and enforces academic policies and procedures. The Registrar reports directly to the Provost and is responsible for (a) developing long-range plans, making policy recommendations, and implementing procedures for student records, registration, classroom scheduling, degree audit, graduation and commencement, enrollment verification/certification, and data analysis and reporting; (b) advancing technology for effective use of the student administration, classroom, and event scheduling systems, and (c) providing leadership for administrative and operational activities in the Registrar's Office.