Vice Provost for Undergraduate Studies

Position Description

May 10, 2024

The Office of the Provost seeks a member of the faculty at the University of Pittsburgh to serve as the next Vice Provost for Undergraduate Studies. The Vice Provost for Undergraduate Studies is responsible for advancing undergraduate education, student success initiatives, and academic innovation. The Vice Provost will join the Provost’s senior team as an integral member who will have the opportunity to shape the curricular offerings and overall academic experience of undergraduate students on all campuses, as well as work closely with the Vice Provost for Graduate Studies on leading post-baccalaureate and accelerated curricular offerings at the University of Pittsburgh. This is an 80% position, allowing the individual in the position to maintain engagement with their academic discipline.

The Vice Provost for Undergraduate Studies is a visible leader both internally and externally, and in addition to advising the Provost on all matters relating to undergraduate study at the University of Pittsburgh, the position carries the following broad areas of responsibility:

Oversight of Undergraduate Programs

- Oversee the Undergraduate Studies team of approximately 17 people (four direct reports), including the Student Success team, Inclusive Excellence in Education team, the Academic Support Services for Student Athletes team; and the Pre-Health Resource Center team;
- Oversee undergraduate education efforts at the University level, including working with schools and campuses to develop and approve new academic programs and/or new structures (e.g., distinctions, accelerated programs) in undergraduate education;
- Oversee policies related to undergraduate education and advise academic units on policy implementation;
- Hear appeals of undergraduate student grievances;
- Chair the Provost’s Advisory Committee on Undergraduate Programs (PACUP);
- Chair the Advisory Committee on Admission of Student Athletes (ACASA);
- Serve as the academic lead in organizing annual asset-based onboarding program for lower-income and first-generation students – the Provost Academy.
Promoting Excellence in Undergraduate Programs and within the Office of the Provost

- Serve as a strong advocate for baccalaureate education at Pitt;
- Champion efforts to personalize the educational experiences of undergraduate students;
- Spearhead University-wide efforts to advance undergraduate education and share best practices (e.g., through conferences, summits, and other events);
- Liaise with Undergraduate Associate Deans and Vice Presidents of Academic Affairs across schools and campuses;
- Liaise with non-academic units (e.g., Athletics, Office of the Registrar, Pitt IT) to facilitate the advancement of undergraduate studies;
- Facilitate communication about issues that affect undergraduate students;
- Support University-wide efforts related to student recruitment and enrollment, including transfer initiatives;
- Engage nationally with relevant undergraduate-focused professional organizations, including the Association for Undergraduate Education at Research Universities (UERU);
- Advise on faculty actions (tenure, promotion, appointment, sabbatical, etc.) for all five campuses.

Within the Office of the Provost, the Vice Provost for Undergraduate Studies is a member the Academic Team and works closely with the Vice Provost for Graduate Studies. Approximately 27 professional staff members support the academic team, with 17 dedicated to undergraduate studies.

The Vice Provost for Undergraduate Studies must engage across all schools and units within the University and therefore a collaborative mindset and skillset are essential. The successful candidate will have capabilities in the areas of complex problem-solving, data analysis, organizational skill, interpersonal savvy, effective communication, conflict management, and an understanding of the broader landscape for undergraduate education. Successful experience working with and supervising professional staff members is preferred.

Members of the faculty at the University of Pittsburgh should apply by submitting a CV and a letter of interest outlining relevant experience and qualifications to viceprovostsearch@pitt.edu by noon on Tuesday, May 28. Initial interviews with selected candidates are expected to occur on Friday, May 31. Ideally, the new vice provost would start the position July 1, 2024.