

UNIVERSITY OF CALIFORNIA, BERKELEY



POSITION DESCRIPTION

Title: Vice Provost, Academic & Space Planning (VP-ASP)

Department: Executive Vice Chancellor and Provost

Supervisor's Name: Carol Christ

Supervisor's Title: Executive Vice Chancellor and Provost

SCOPE

The Vice Provost for Academic and Space Planning (VP-ASP) holds a critical leadership position for the Berkeley campus, managing a portfolio that sits at the intersection of space and academic program planning. The VP-ASP oversees the overall programmatic direction of the university and its intersection with the use of space on campus; the VP-ASP also oversees the campus's international agreements and partnerships. The Vice Provost plays an integrative role in the campus administration, serving as a leader and creative thought partner across broad intellectual areas, recognizing and coordinating synergies as they develop in academic programs, and supporting the growth and development of current and emerging disciplines through program and space initiatives and reviews.

Reporting directly to the EVCP, the VP-ASP – and the other Vice Provost (for the Faculty), are key advisors to the EVCP and members of the campus senior leadership team. The VP-ASP collaborates with senior campus leadership and the Academic Senate, and represents the campus on various campus, system wide, and external committees. The Vice Provost oversees a staff of approximately 10 FTE, and is also the dean for two centers, advising their directors and providing oversight of their budgets, FTE allocations and hiring processes. The divisional budget for the Vice Provost (excluding research and grants) is approximately \$3M.

SPECIFIC RESPONSIBILITIES

1. Academic Program Review (APR)

Responsibility for the Academic Program Review process resides with the Vice Provost. This process is essential to campus, in order to ensure that the Berkeley standard of

excellence is maintained and that academic programs plan strategically for the future. Academic program review is also imperative to the long-range planning activities of the campus and guides decisions on priorities and future programmatic directions. The Program Review Oversight Committee (PROC), whose members include faculty (through the participation of five Academic Senate committees and one Senate liaison), and campus administrators, oversees the program reviews. The Vice Provost chairs the PROC, and oversees the coordination of the APR process with the support and participation of other vice chancellors and vice provosts, the Office of Planning and Analysis, and the Academic Senate. The Vice Provost also recommends and oversees larger discipline-specific cluster reviews, which include more than a single program. These reviews provide useful direction when the campus evaluates areas of intellectual focus that encompass more than an individual department or school. Academic program reviews are an essential component of the Western Association of Schools and Colleges (WASC) accreditation review cycle.

2. Space planning

The Vice Provost has authority for academic oversight of space assignment, allocation and reporting for approximately 15 million square feet of assignable space on the Berkeley campus. The Vice Provost's staff of space resource specialists works closely with academic departments, the Real Estate Division and the Chief Financial Officer (CFO)'s office to plan temporary relocation (surge), to find space for new and/or growing programs and to resolve space conflicts. The Vice Provost manages campus space prioritization efforts and is one of the "trio" (along with the CFO and Associate Vice Chancellor for Real Estate) whose preliminary review of capital project proposals is a key step in the campus project approval process. The Vice Provost chairs program committees for major capital projects and chairs or is a member of other space-related committees as identified by the Provost.

3. Interdisciplinary initiatives

The Vice Provost currently serves as the dean for two of the four multi-disciplinary academic initiatives known as the New Initiative Centers (NICs), with plans to move them to decanal units within the 2016-17 academic year. The NICs are cutting-edge academic programs that continue to attract world-class faculty to our campus. In the role of dean, the Vice Provost oversees the faculty FTE proposal process for the NICs, as well as advises on their governing, and the appointment of their directors. The Vice Provost also oversees budget decisions in the form of block grants and TAS allocations. Currently, the NICs are comprised of the Berkeley Nanoengineering and Nanosciences Institute and Global Metropolitan Studies (both of which will move to decanal units on July 1, 2016) and the Berkeley Center for New Media and the Berkeley Center for Computational Biology (both of which are slated to move July 1, 2017). As written within the MOUs governing the moves of the NICs to decanal units, the Vice Provost will facilitate regularly scheduled reviews to ensure the NICs maintain their interdisciplinary nature while housed within their new academic units.

In addition to the NICS, the Vice Provost will advise separately on the move of the Center for Jewish Studies to a decanal unit on or by July 1, 2017.

4. International engagement

The Vice Provost oversees the Global Engagement Office (GEO). GEO provides support to campus units and the Chancellor and EVCP on global issues through a variety of processes, including providing advice on non-binding MOU agreements, drafting briefings for international travel for the administration, maintaining a campus database on international activities, assisting with protocol and policy advice on international activities, and coordinating/hosting international delegation visits. As the Berkeley Global Initiative continues to develop, the Vice Provost advises the EVCP and Chancellor about academic considerations related to the growth and development of the program.

5. Advisor to administration and special projects

The Vice Provost provides advice and counsel to the Chancellor, EVCP, Vice Chancellors, and the Vice Provost for Faculty. The Chancellor and the EVCP may also assign the Vice Provost special projects.