

# UNIVERSITY OF CALIFORNIA, BERKELEY



## POSITION DESCRIPTION

Title: Vice Provost, Academic Planning (VP-AP)

Department: Executive Vice Chancellor and Provost (EVCP)

Supervisor's Name: Paul Alivisatos

Supervisor's Title: Executive Vice Chancellor and Provost

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## SCOPE

The Vice Provost for Academic Planning (VP-AP) holds a critical leadership position on the Berkeley campus, managing a portfolio at the intersection of academic programs, space planning and allocation, and international outreach and engagement. The VP-AP plays an integrative role for the Berkeley campus, serving as a leader and creative thought partner across a breadth of intellectual areas, recognizing and coordinating synergistic opportunities as they develop in academic programs, and supporting the development and growth of current and emerging disciplines through program and space initiatives and reviews. The VP-AP plays an important role in helping to coordinate the use of various resources to support our academic mission and in terms of our overall academic planning.

Reporting directly to the EVCP, the VP-AP along with the other Vice Provosts (for the Faculty, and for Graduate Studies) are key advisors to the EVCP and are members of the campus senior leadership team. The VP-AP works collaboratively with the other senior campus leaders and the Academic Senate, and represents UC Berkeley on various campus-level, system-wide, and external committees. S/he currently serves as the cognizant dean for the Berkeley Center for New Media. The VP-AP oversees a divisional staff of approximately 10 FTE with an annual operating budget (excluding research grants) of approximately \$3 million.

## RESPONSIBILITIES

## 1. Academic Program Review (APR)

Ensuring that academic programs plan and deploy resources strategically is essential to maintaining the Berkeley standard of excellence. The VP-AP oversees the Academic Program Review process, which is critical to this purpose and also contributes to campus long-range planning and the development of priorities for future programmatic directions. A robust Academic Program Review process is also essential to campus accreditation by the WASC Senior College and University Commission (WSCUC). The Vice Provost chairs the Program Review Oversight Committee (PROC), a joint Administration/Academic Senate committee that oversees the academic program review process. For more information on APRs, see <https://vpasp.berkeley.edu/academic-program-review>. The division develops tools and resources to assist with strategic academic planning. The Vice Provost also recommends and oversees the review of larger discipline-specific clusters comprising more than one academic unit. These multi-unit reviews provide useful direction to campus leadership in intellectual areas that are represented by multiple departments and/or schools.

## 2. Space Allocation

The division oversees the strategic short-term and long-range allocation of space, which is vital to meeting the current and future research, teaching (classrooms), and administrative needs of the UC Berkeley community. Bringing a university-wide academic perspective, the VP-AP oversees the assignment of building space which comprises a total of approximately 10 million assignable square feet on the Berkeley campus. The divisional staff includes professional space planners who work closely with academic and administrative departments, the Capital Strategies Division, and the Office of the Chief Financial Officer (CFO) to plan temporary relocation (surge), find space for new and/or growing programs, and resolve space conflicts. The VP-AP, together with the Vice Chancellor for Administration, CFO, Associate Vice Chancellor for Capital Strategies, and Vice Chancellor for University Development and Alumni Relations vets and provides feedback on proposals for capital projects before they are considered by the Capital Planning Committee. The VP-AP chairs the Space Allocation and Capital Improvements (SACI) committee, co-chairs the Capital Renewal Committee, and co-chairs or serves as a member of additional program committees for major capital projects and space assignments as assigned by the EVCP.

## 3. Global Engagement

As the senior international officer (SIO) for the Berkeley campus, the Vice Provost oversees the Global Engagement Office (GEO) which supports the internationalization of education and research at UC Berkeley by facilitating global engagement activities, maintaining a central database of information on international partnerships, and serving as a liaison for prospective international partners. S/he helps to maintain the international profile and reputation of the university through meetings with senior international academic and governmental delegations, traveling abroad to meet with strategic international partners, and representing UC Berkeley at system-wide SIO and Pac-12 Conference SIO meetings. The Vice Provost chairs the GEO Advisory Group (GEOAG)

and the International Activities Coordination Group (IACG), and represents UC Berkeley at professional international education conferences. The Vice Provost advises the EVCP and Chancellor regarding strategic international partnerships and the international vision for the campus.

#### 4. Academic Initiatives

The VP-AP supports the EVCP and other campus leaders in exploring synergies between units and developing new academic initiatives. The VP-AP will bring an understanding of the campus-wide academic landscape and expertise in academic policies, processes, and structures.

#### 5. Cognizant Dean

As the current cognizant dean for the Berkeley Center for New Media, the VP-AP advises its director and provides oversight of its budget and faculty FTE proposal and hiring processes. The EVCP may assign the VP-AP other new programs to incubate.

### QUALIFICATIONS

- Current member of the Berkeley Division of the Academic Senate with the rank of Professor
- A track record of administrative experience and imaginative and collaborative leadership in a decentralized organizational structure
- Effective work in support of the university's goals in diversity, equity, and inclusion
- Familiarity with a wide breadth of campus programs, facilities, structures, and policies
- Fair judgment and a demonstrated ability to make difficult decisions based on a large amount of information from many sources
- Tact, diplomacy, and the ability to communicate clearly
- Cross-cultural competency and strength in collaborating effectively with international partners