

### **1.3 OVERVIEW OF THE OFFICE OF THE PROVOST AND ACADEMIC AFFAIRS**

The Office of Academic Affairs is located on the third floor of Guggenheim Hall.

The Provost reports to the President and has oversight responsibility for all matters relating to the academic mission of CSM. These responsibilities, some of which may be delegated to the Associate Provost, Associate Vice President for Educational Innovation, or the Dean of Graduate Studies, include:

#### **Accreditation**

- Report preparation
- On-site visit coordination
- Oversight of institutional compliance with accreditation requirements

#### **Budget Issues**

- Departmental budget requests and allocations
- Budget Committee (Academic Affairs Voting Member)
- Academic fund management

#### **CCHE Liaison**

- Academic Council
- Statewide General Education

#### **Committees**

- Calendar Committee
- Academic Executive Committee
- Handbook Committee

#### **Coordination of Student Evaluations of Faculty**

#### **Curriculum/Academic Planning**

- Departmental academic plans
- Development of institutional response to Visiting Committee reports
- Oversight of WISEM
- Oversight of EPICS
- Oversight of the Center for Engineering Education
  - Mini-grant proposal process
  - Distribution of student design and student research support funds
- Administrative liaison with the McBride Honors Program
- Undergraduate Council

#### **Department Heads and Division Directors**

- Annual evaluations
- Departmental operations
- Travel and expense sign-offs
- DH/DD “on-line” meetings

#### **Events**

- Coordination of Commencements faculty marching lists
- August Faculty Conference
- New Faculty Orientation
- April Faculty Forum

#### **Faculty Affairs Issues**

- Teaching awards
- Search approval
- Faculty hiring
- Faculty evaluations
- Faculty salary issues

- Promotion & tenure
- Sabbatical requests & follow-up
- Retirements/transitional retirements/emeritus designations
- Complaints
- Signature authority for international travel
- Summer course authorization
- Summer program planning

**Office of International Programs Oversight**

**Petroleum Institute Initiative**

**Registrar Oversight**

**Space Issues**

- Academic space planning and allocations

**Undergraduate Student Issues**

- Complaints about academic issues
- Prior and post course approval signature sign-off
- Course substitution sign-off

In addition, the office of the Provost has oversight of Graduate Studies and Research, the management of which is designated to the Dean of Graduate Studies and the office of Educational Innovation, the management of which is designated to the Associate Vice President for Educational Innovation.