Job Title: Academic Provost, full time
Location: Beirut-Lebanon

Haigazian University is a liberal arts university which emphasizes a challenging curriculum, good teacher-student relations, and empowerment through the free search for truth. It offers B.A., B.B.A., B.S., M.A. and M.B.A. degrees as well as a teacher’s Normal Diploma. Its units and courses are patterned after the American system of higher education such that students wishing to pursue M.A. and Ph.D. degrees may be attained. The University currently has a student body of 900 students.

**Summary of Position**

The Provost provides vision, leadership, and support for the Academic Affairs enterprise at HU. As the chief academic officer of the university, the Provost is responsible for the development and implementation of all academic planning, policies, evaluation, and budgeting. This includes excellence in the hiring, development, and promotion of academic personnel. Reporting directly to the Provost are the deans and the director of the Center for Continuing Education.

**Major Responsibilities**

1. Articulates the long-term vision and strategic plan to guide the development of Academic Affairs at HU;
2. In consultation with the President, oversees the implementation of this vision for HU;
3. Develops and maintains an academic model that is scalable while maximizing quality;
4. Promotes and facilitates shared governance;
5. Reviews strategic choices in determining the priorities that are consistent with the long-term plans to make HU a worldwide model and leader for educational innovation for students;
6. Manages the academic organizational structure, defines, and articulates the roles and responsibilities of the major academic leaders;
7. Ensures that academic support services, Information and Library Services, are integral to supporting the learning mission of the schools;
8. Leads efforts to enhance student retention and graduation rates at HU;
9. Develops and implements degree programs that are valued by students and employers;
10. Implements continuous improvement efforts to enhance academic programs;
11. Upholds academic standards set by national, regional, and professional accrediting bodies.
12. Leads accreditation efforts undertaken by the University.
13. Develops and fosters positive and productive relationships among the Academic Affairs division and other units within the University as well as with relevant external constituencies.
14. In consultation with the President and the BOT Executive Committee, determines budgetary priorities and develops an annual budget for Academic Affairs, and administers once budget is approved;
15. Fosters a commitment to diversity throughout Academic Affairs by building a supportive environment for teaching, learning, service, and scholarship;
16. Other job-related duties as assigned.
17. Maintains an electronic directory for the list of contacts relevant to the President’s Office.
18. Undertakes any other duties assigned by his/her direct supervisor.

**Desired Skills & Experience**

The candidate should hold a Ph.D. or other terminal degree in an academic discipline from a well-respected university; ten (10) years of increasingly responsible experience in academic administrative leadership; experience with the operational and financial management; excellence in teaching and scholarship suitable for appointment as a full professor in an academic discipline at HU; experience in strategic academic planning, policy development, budgeting, and academic personnel administration in a higher education setting; understanding of current higher education issues, trends, and future directions, as well as strategic applications of technology in higher education; ability to make difficult decisions in a timely manner and to motivate various segments; strong interpersonal, and critical problem-solving skills; and the ability to represent the university locally and abroad.

Additionally the candidate should demonstrate a strong evidence of leadership in fostering excellent teaching, scholarship, and creative endeavors; and experience fostering partnerships between a university and the constituencies it serves.

**Compensation & Benefits**

- Basic salary: Commensurate with experience
- Housing (for foreign nationals)
- Insurance Class A In and Out patient
- Indemnity
- Child Education Allowance
- A yearly roundtrip ticket to home country
- Transportation Allowance

**Interested Candidates should e-mail the following documents to:** provost@haigazian.edu.lb

A letter of application/an updated and detailed C.V. (listing publications, teaching and non-teaching experience/research in progress, community service, etc...)/ certified photocopy of degrees, diplomas, and awards/ three letters of reference.

*The vacancy will remain open until the position is filled.*