

1.4 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, include:

Accreditation

- Oversight of ABET and HLC Self-Study preparations
- On-site visit coordination
- Oversight of institutional compliance with academic accreditation requirements

Budget Issues

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

DHE Liaison

- Academic Council
- Statewide General Education

Committees

- Calendar Committee
- Academic Executive Committee
- Handbook Committee
- Faculty Awards Committee

Coordination of Faculty/Curriculum/Academic Planning

- Publication and facilitation of promotion and tenure processes
- Maintenance of AA Procedures Manual
- Sabbatical requests and follow-up
- Coordination and oversight of faculty hiring activities
- Curriculum oversight and review
- Development of institutional response to Visiting Committee reports
- Assessment of student learning outcomes

Deans and Portfolios

- Annual evaluations of Deans
- Oversight of portfolio operations

Events

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

Office of International Programs Oversight

Petroleum Institute Initiative

Registrar Oversight

Campus Computing and Information Technology Oversight

Library Oversight

Space Issues

- Academic space planning and allocations

Undergraduate Student Issues

- Curriculum development and implementation
- Complaints about academic issues
- Student academic progress monitoring and metrics
- Prior and post course approval signature sign-off
- Course substitution sign-off
- Student registration management

Graduate Student Issues

- Curriculum development and implementation
- Complaints about academic issues
- Student academic progress monitoring and metrics
- Graduate admissions and student registration management

Last Revision:

December 13, 2019