



USC University of
Southern California

Provost Emeritus Job Description

JOB INFORMATION

Job Code:	199030
Job Title:	Provost Emeritus
FLSA Status:	Exempt
Supervisory:	
Job Family:	Executive Emeritus
Job Family Group:	Administration
Management Level:	9 No Management Level

JOB SUMMARY

Acts as a key contact and resource for the provost-elect, interim, and/or current provost, providing leadership and guidance. Liaises with high-level constituents, helping ensure focused and seamless hand-offs, communications, and interactions. May serve in various volunteer roles or capacities (e.g., planning lecture series, attending staff assembly meetings, hosting distinguished guests). Recognizes situations and issues that could pose potential legal liability to the university, utilizing one's own institutional knowledge, and provides support for resolutions, as needed. Supports efforts for the university's overall strategic planning and business development, including venture projects and potential partnerships, as requested. Recommends priority protocols to manage and minimize risks, and maximize return on resource investments within the Provost organization.

JOB QUALIFICATIONS:

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Longtime, distinguished experience at the university, including tenures as both provost and faculty, and having achieved the rank of professor or associate professor.
X		Outstanding contributions to the university community in instruction, research, publication, and/or public service.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Acts as a key contact and resource for the provost-elect, interim, and/or current provost, providing leadership and guidance. Liaises with high-level constituents and works closely with appropriate, designated, and/or available internal and external resources, as requested or necessary, helping ensure focused and				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
seamless hand- offs, communications, and interactions. Participates in board meetings and conference calls as a non-voting member.				
Assists in the training and development of a provost, interim provost, and/or provost-elect. Recommends priorities, illustrates board and university mission and objectives, and serves in various volunteer roles or capacities (e.g., planning lecture series, attending staff assembly meetings, hosting distinguished guests). Fulfills provost duties if unavailable, as requested by the provost, president, and/or the board of trustees, performing assigned tasks and representing the university.				
Recognizes situations and issues that could pose potential legal liability to the university, utilizing one's own institutional knowledge on a broad array of academic, work-related, and/or living-environment issues (e.g., discrimination, harassment, sexual misconduct, and conflicts between staff, faculty, and/or students). Provides confidential assistance to current provost and/or senior leadership, identifying and analyzing past and ongoing problematic trends or issues, and recommending systemic changes in policies and procedures.				
Supports the university's overall strategic planning and business development, including venture projects and potential partnerships, mergers, and affiliations, as requested. Participates in the planning, budgeting, scheduling, and directing of donor solicitations and fundraising events. Aids in securing annual, major, and planned gifts, grants, and private support from alumni, foundations, corporations, and other current and potential donors, as requested.				
Participates in succession planning, helping to assure continuity of university activities and development. Recommends priorities and protocols to manage and minimize risks, and maximize return on resource investments. Undertakes various project management work as required, planning, coordinating, and implementing programs, research projects, events, and activities of significant complexity.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR

partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.