

Provost's Office Decision-Making Map

The members of the Provost's Office collaborate on a broad range of projects. Final decisions are always the responsibility of the provost, but many issues require consultation and input among all the members of the team. While there are often no clear boundaries between the responsibilities of each person, certain tasks and decisions fall in the general purview of one particular person. This "map" is meant to provide some delineation of responsibilities and thus some guidelines for seeking answers from the Provost's Office. We hope it will help you as you find yourself wondering, "Who in the Provost's Office do I ask about this?" Because the three members of the team communicate and work together closely, if your question requires the input of someone else, be assured that it will quickly find its way to the right place.

PROVOST'S OFFICE



Mark Sargent
Provost



William Wright
Associate Provost



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Dean of Curriculum
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Director Global
Education



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Vice Provost



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Executive Assistant

The abbreviations following each topic indicate the person most likely able to answer your question.

p=provost,
ap=associate provost

dc=dean of curriculum
dg=director of global education

vp=vice provost
ea=executive assistant)

Budgets

Department operating budgets (ap)
Off-campus programs (dg)

Course Loads and Staffing for Courses on Campus

- Changes to faculty loads (p, ap)
- Staffing approval for new courses or overloads (p)
- Hiring adjuncts (vp)

Course Loads and Staffing for Off-Campus programs (dg)

Course Proposals

- New courses (registrar);
- Courses needing General Education credit (dc)

Faculty Forum scheduling (vp)

Personnel matters (p)

Pursuit of outside grant funding for faculty and departmental projects (vp)

Professional Development Funding

- Reimbursements and check requests (ea)
- Grants, sabbaticals, special funding, new initiatives, funds for guest speakers, support for student research (vp)
- Start-up funds (p, ap)
- Conferences, workshops, travel related to off-campus programs (dg)
- Conferences, workshops, travel related to program review and assessment (dc)

Tenure and promotion matters (p)

QUESTIONS A DEPARTMENT CHAIR MIGHT HAVE

I have questions about staffing my department's courses next semester or next year. What should I do?

Contact the associate provost with your questions and ideas. If the situation warrants, he will send you to the provost or consult with him himself.

I want to propose some new courses in my department. How does that work?

Submit this form to the registrar for review by the Senate Review Committee:

http://www.westmont.edu/faculty_staff/documents/New_Course_Proposal_Checklist_07_24_2013.pdf

I want to have a course certified for a GE requirement. Whom do I contact?

Submit proposals to the GE Committee. See this page for details:

http://www.westmont.edu/offices/institutional_portfolio/program_review/GE_submissions.html

How do I hire an adjunct to teach a course?

1. Verify that the position is approved by contacting the associate provost.
2. Recruit candidate and recommend selection to the Provost's Office by submitting the Adjunct Faculty Recommendation Form to provost's executive assistant;
3. Have the candidate submit [part-time faculty application](#) and CV to the provost's executive assistant;
4. Sign the contract that the associate provost will send you, and send it to the candidate for signing.

I want to hire a new tenure-track faculty member. Where do I start?

Talk with or submit a request to the provost.

<http://www.westmont.edu/offices/provost/documents/FacultyPositionRequestForm.docx>