



Central International University(CIU) (Formerly, Central Hamburg University-CHU)

Contact Germany Addresses
Beethovenstraße 24, 25337
Elmshorn, Germany

University Service-UNS
Hoheluftchaussee 108, 20253
Hamburg, Germany

www.central-hamburg-university.de

Operational Zambia HQ Addresses
Latterrain Academy
Mpika, Muchinga Province, Zambia

African Future College LTD
Alick Nkhata Avenue & Kasiba
Road, Lusaka, Zambia

St. Nicholas Community Center
Lusaka, Zambia

Registration Numbers
Germany VR 4174 HL
Zambia RNGO101/1199/2020

Duties & Responsibilities

The University Provost Central International University(CIU)

Region Of Operation
Zambia and Africa

Currently Serving
(This Position is Advertised! Interested? Apply Now!)

Updated: At CIU Germany HQ, 02.07.2023

Duties & Responsibilities

The CIU Provost shall confine his/her functions as shortlisted below. Therefore, all the staff are hereby informed by these functions.

1. Provide strategic leadership and vision for academic affairs.

Execution:

The Provost can execute this duty by collaborating with faculty, deans, and other academic leaders to develop and implement long-term academic goals and initiatives. They can also engage in regular strategic planning sessions to ensure alignment with the university's mission and objectives.

2. Oversee curriculum development and academic program review.

Execution:

The Provost can execute this duty by establishing a curriculum review process that involves faculty input and assessment of program outcomes. They can work closely with department heads and faculty to identify areas for improvement, develop new programs, and ensure compliance with accreditation standards.

3. Recruit, hire, and retain qualified faculty and staff.

Execution in Detail:

The Provost can execute this duty by working with the Human Resources department to develop effective recruitment strategies, participate in faculty/staff selection committees, and negotiate competitive employment packages. They can also implement professional development programs to support faculty and staff retention.

4. Foster a culture of academic excellence and innovation.

Execution in Detail:

The Provost can execute this duty by promoting a culture that values teaching, research, and service. They can encourage faculty to engage in scholarly activities, provide resources for research and innovation, and recognize and reward academic achievements through awards and incentives.

5. Ensure academic integrity and uphold institutional policies.

Execution in Detail:

The Provost can execute this duty by overseeing the development and implementation of academic policies, including those related to grading, plagiarism, and research ethics. They can establish mechanisms for monitoring and addressing academic misconduct and ensuring compliance with regulatory requirements.

6. Foster interdisciplinary collaborations and partnerships.

Execution:

The Provost can execute this duty by facilitating cross-departmental collaborations and interdisciplinary initiatives. They can organize workshops, conferences, and networking events to encourage faculty and students to work together across disciplines. They can also establish partnerships with external organizations to enhance research and experiential learning opportunities.

7. Manage academic resources and budget.

Execution:

The Provost can execute this duty by working closely with the finance department to develop and manage the academic budget. They can prioritize resource allocation based on strategic goals, oversee the acquisition of educational materials and equipment, and ensure efficient utilization of resources.

8. Enhance student success and retention.

Execution:

The Provost can execute this duty by implementing student support programs, such as academic advising, tutoring services, and career development initiatives. They can monitor student success indicators, identify areas for improvement, and collaborate with faculty and staff to implement interventions that enhance student retention and graduation rates.

9. Foster diversity, equity, and inclusion in academic programs.

Execution:

The Provost can execute this duty by promoting diversity in faculty recruitment and student enrollment. They can establish inclusive pedagogical practices, promote cultural competence training, and create a supportive environment that values diverse perspectives and experiences.

10. Collaborate with external stakeholders and community partners.

Execution:

The Provost can execute this duty by actively engaging with industry leaders, community organizations, and other educational institutions. They can establish partnerships that enhance internship and job placement opportunities for students, foster research collaborations, and promote the university's visibility and reputation.

11. Support the accreditation process.

Execution:

The Provost can execute this duty by leading the preparation of accreditation reports, coordinating site visits, and ensuring compliance with accreditation standards. They can work closely with faculty and staff to collect and analyze data, address accreditation recommendations, and continuously improve academic quality.

12. Oversee academic facilities and infrastructure.

Execution:

The Provost can execute this duty by collaborating with the facilities management department to ensure that academic buildings, classrooms, laboratories, and technology resources are well-maintained and meet the needs of faculty and students. They can prioritize infrastructure investments and leverage technology to enhance teaching and learning experiences.

13. Support faculty development and evaluation.

Execution:

The Provost can execute this duty by establishing a comprehensive faculty development program that includes mentoring, workshops, and grants for research and teaching innovation. They can also oversee faculty evaluation processes, including tenure and promotion reviews, and provide constructive feedback for professional growth.

14. Promote global and international initiatives.

Execution:

The Provost can execute this duty by fostering international collaborations, study abroad programs, and cultural exchanges. They can develop partnerships with international universities, facilitate faculty and student mobility, and promote global perspectives in the curriculum.

15. Stay informed about current trends and best practices in higher education.

Execution:

The Provost can execute this duty by attending conferences, participating in professional associations, and engaging in continuous learning. They can establish a culture of professional development among faculty and staff, encourage research on innovative pedagogical approaches, and integrate emerging trends into academic programs.

16. Ensure compliance with relevant laws and regulations.

Execution:

The Provost can execute this duty by staying updated on federal, state, and local regulations that impact academic affairs. They can collaborate with legal counsel, establish policies to address compliance requirements, and provide training to faculty and staff to ensure adherence to laws governing academic operations.

17. Lead crisis management and emergency preparedness efforts.

Execution: The Provost can execute this duty by developing and regularly reviewing emergency response plans for academic operations. They can collaborate with campus safety personnel, establish communication protocols, and provide training to faculty, staff, and students to effectively respond to crises and emergencies.

18. Represent the university in academic forums and events.

Execution:

The Provost can execute this duty by actively participating in academic conferences, committees, and professional organizations. They can deliver keynote speeches, present scholarly work, and contribute to thought leadership in their field. They can also represent the university in academic collaborations and initiatives at regional and national levels.

19. Resolve academic disputes and conflicts.

Execution:

The Provost can execute this duty by establishing effective mechanisms for resolving academic disputes among faculty, staff, and students. They can provide a fair and impartial process for grievance resolution, facilitate open communication, and mediate conflicts to maintain a positive and harmonious academic environment.

20. Support fundraising and development efforts.

Execution:

The Provost can execute this duty by collaborating with the development office to identify and pursue fundraising opportunities for academic programs, scholarships, and research initiatives. They can engage with potential donors, participate in fundraising campaigns, and leverage the university's academic strengths to secure external funding.

Please note that these duties and responsibilities can vary depending on the dynamics of the context and policies of CIU.