

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 Mines. These responsibilities, some of which may be delegated, include:

Accreditation

- Oversight of Accreditation Board for Engineering and Technology (ABET) and Higher Learning Commission (HLC) Self-Study preparations
- On-site visit coordination
- Oversight of institutional compliance with academic accreditation requirements

Admissions

Budget Issues

- Portfolio budget requests and allocations
- Academic fund management

Colorado Department of Higher Education 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

Library

Registrar

Space Issues

- Academic space planning and allocations

Office of Graduate Studies

Office of Undergraduate Studies

Last Revision:

September 22, 2022