Connecticut State Community College

Job Description

Provost & Vice President for Academic Affairs

Classification: Executive 4

Effective Date/Revised: 11/9/22
FLSA: Exempt

Job Summary:
The Provost and Vice President for Academic Affairs (Provost) is the chief academic officer for the college and reports directly to the President of Connecticut State Community College (CT State). The Provost serves as a senior executive member of the President’s Leadership Council. The Provost provides leadership to all academic areas so they reflect the mission of the institution. The Provost is an advocate for all academic programs, providing leadership to faculty and academic staff to ensure consistent quality standards in curriculum and programs that meet the needs of students. The Provost manages a complex organization; the largest higher education institution in New England, serving over 50,000 students.

The Provost manages the academic affairs division that oversees all programs and curriculum, academic operations, teaching and learning, institutional research and planning, dual enrollment, institutional regional accreditation. As the chief academic officer for the campus, this position has direct responsibility for the development, coordination, staffing, evaluation, continuous quality improvement, and workforce alignment of academic programs, as well as research, academic/campus planning, and budgeting within the context of the CT State’s mission and purposes. The position is responsible for the overall student academic experience at the College.

Supervision Exercised:
Supervises greater than 40 CT State Academic Affairs leadership staff through a divisional structure.

Examples of Duties:
The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

1. Serves as the Chief Academic Officer of the College.
2. Articulates the long-term vision and strategic plan to guide the development of Academic Affairs at CT State.
3. Supervises efforts to promote the principles of accreditation for the New England Commission for Higher Education and meets regional accreditation standards and specialized accreditation where appropriate.
4. Collaborating with campus leadership ensures the effective use of teaching and learning facilities both on the ground and virtually.
5. Work collaboratively with campus leaders, college faculty, and staff to cultivate an environment in which all community members know/feel that they belong and can thrive.
6. Responsible for providing leadership for the development and implementation of appropriate professional development opportunities for faculty and support in promotion, recognition, and professional accomplishments.
7. Works with the Vice President of DEI to ensure equity is at the forefront of academic affairs.
8. Champions diversity, equity, and inclusion; shared governance; and academic freedom as mainstays of CT State’s mission and values.
9. Inspirational academic leadership with vision and innovative ideas and the ability to manage existing degree programs and credentials and develop new ones to meet Connecticut's changing educational and workforce needs.
10. The ability to help shape, through leadership in developing and implementing a new strategic academic plan, the future of a large, statewide, multi-campus community college.
11. Provides leadership to strengthen articulation and collaborative activities with other educational institutions, including K-12 districts, higher education institutions, public agencies, businesses, and industry.
12. Represents the College at community activities by actively participating in community organizations that support and strengthen the College's programs and activities.
13. Oversees processes that assess academic effectiveness, incorporate the principles and practices of curriculum development, evaluate student-learning objectives, and improve student learning outcomes.
14. Guides and supervises the development, implementation, evaluation, and periodic update of the College's Academic Master Plan.
15. In partnership with Institutional Research and Effectiveness, provides leadership for the development, implementation, and enhancement of CT State's assessment activities to ensure the identification of expected outcomes in its educational programs, assess the extent to which outcomes are achieved, and provide evidence of improvement based on analyses of the results of that assessment.
16. Responsible for fostering and supporting innovation and continuous improvement by focusing on institutional performance research data, collaboration with faculty and staff, and creating/sustaining recognition and incentives which support and enhance student success.
17. Actively engage in equity-minded recruitment of administrators and faculty—partner with the School Deans for equity-minded faculty and staff recruitment, mentorship, promotion, and retention.
18. Engages, motivates, coaches, and develops staff and faculty, fostering a collegial and team mindset.

**Qualifications:**
Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and student. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- An earned doctorate/terminal degree from a regionally accredited institution is required.
- Five years of full-time teaching experience at a community college or university is required.
- A minimum of five years of significant senior-level academic, administrative, and leadership experience serving a diverse student population, preferably in a large multi-campus college, community college district, or university. Community college administration experience is highly preferred.
- Demonstrated commitment to student success, engagement, and excellence.
- Demonstrated ability to work collaboratively with senior leaders within higher education, government, industry partners, colleagues within and outside of organization.
- A proven record of supporting and carrying out Diversity, Equity, and Inclusion work in an educational setting; ability to promote an inclusive environment where every individual feels respected and valued.
- Demonstrated experience in and commitment to working collaboratively with faculty and academic staff and experience in a shared governance environment.
- Experience with regional and specialized accreditation agencies, curriculum development and implementation, developmental education, instructional technology planning, program assessment and review.
- Proven record of effective budget and resource management accomplishment linked to institutional and departmental planning and assessment.
- Demonstrated a record of innovative practices to build the college strategic plan.
- Demonstrated leadership exemplified by successfully implementing student success initiatives derived from campus innovations and national initiatives, such as Achieving the Dream, Completion by Design, Aspen Institute, Excelencia, and Jobs for the Future.
- Commitment to collegial, consultative processes in a shared-governance environment.
- Experience with a complex academic institution's operational and financial management, including strategic planning, policy development, budgeting, and personnel administration.
- Demonstrated success in building and managing a leadership team capable of meeting the changing community college landscape.
- Demonstrated integrity and transparency in communicating and collaborating on decisions impacting student, discipline, program, campus, or college.
- Demonstrated proficiency with the use of data, evidence, and analysis in decision-making.
Work Environment:
Incumbents typically perform their work in offices. The work involves extensive use of personal computers, but does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations.

Target Date for Applications: January 10, 2023

For confidential inquiries, nominations, or additional information, please contact:

Luke Robins, Ph.D., ACCT Search Consultant, (501) 279-8996 (m), lrobins57@gmail.com
Julie Golder, J.D., ACCT Vice President of Search Services, (202) 775-4466 (o), jgolder@acct.org