

## **Provost and Vice President for Academic Affairs**

Otterbein University invites applications and nominations for a strategic, engaging, and collaborative leader to serve in the role of Provost and Vice President for Academic Affairs (Provost/VPAA). The next Provost/VPAA will further Otterbein's reputation as a college of opportunity, founded upon the core values of diversity and inclusion, and advance the institution's academic and strategic priorities to strengthen and promote its student-centered learning environment.

The next Provost/VPAA will serve as the institution's chief academic officer with responsibility for providing innovative leadership in the areas of academic and institutional planning in strong partnership with the President. The position serves as a member of the President's Cabinet as first among equals and works closely with executive leadership to advance the University's goals and objectives.

The Provost/VPAA will provide leadership for the coordination, integration, and support of various services, programs, management functions, and activities within Academic Affairs. The successful candidate will have extensive opportunities to influence the University's continued success.

The successful candidate will be an experienced leader with a record of management success in a university. In addition, the Provost/VPAA will demonstrate the capacity to inspire staff and be an effective problem solver. The Provost/VPAA will work closely with many constituents including students, faculty, staff, President's Cabinet, Board of Trustees, alumni, and local and regional government agencies. The next Otterbein Provost/VPAA must embrace the academic mission of Otterbein and possess exceptional communication and interpersonal skills.

### **Essential duties and responsibilities include the following:**

- Partners with the President and collaborates with the executive leadership team to integrate academic, advancement, enrollment, finance, human resources, and student life plans within the institutional strategic plan.
- Identifies strategies to increase and support diversity among students, faculty, and staff consistent with the goals of the institution.
- Recruits, develops, and retains talented and diverse staff and faculty of all ranks purposefully to create an inclusive environment.
- Serves as the primary advocate and spokesperson for the distinctive nature of Otterbein's educational experience in maintaining the strong integration of the liberal arts, professional studies, and graduate programs.
- Develops and implements the necessary support for the full integration of experiential learning into the undergraduate curriculum.
- Supports national and international activities by faculty, staff, and students.
- Coordinates institutional support for faculty scholarship, research, and professional development.
- Partners with Enrollment Management leadership to increase enrollment of and support for adult, graduate, first generation, students of color, multicultural, international, and other students with diverse backgrounds and experiences consistent with the goals of the strategic enrollment plan.
- Works with Academic Affairs leadership to fully implement academic program planning, review and development, and to build appropriate analytics support to address institutional priorities.



- Supports the development of authentic instructional technology use to enhance teaching and learning.
- Serves as staff liaison to the governing board's Student Success Committee to enable the Board's management of its fiduciary duties.
- Establishes goals for the Division of Academic Affairs, evaluates and directs staff to carry out department functions.

### **The University**

Founded in 1847, as one of the first coeducational institutions in the country, Otterbein remains deeply committed to diversity, the pursuit of truth, and engagement in service to others. The private Master's comprehensive institution provides a curriculum rich in the liberal arts as well as strong graduate and professional programs. The Division of Academic Affairs serves a campus of approximately 2600 FTE students, primarily from Ohio, but representing states from coast to coast in a mostly residential environment. All students, whether traditional or nontraditional, full-time or part-time, are at the heart of the Otterbein commitment to excellent teaching and meaningful learning.

Otterbein's educational mission is strengthened by its strong emphasis on experiential learning and commitment to the community. The commitment to a rigorous and meaningful education for all students is reflected by the "Five Cardinal Experiences" program, named for Otterbein's Cardinal mascot. Through the Five Cards students are offered distinctive learning opportunities for undergraduate research and creative work; internships and professional development; community engagement; leadership and citizenship; and global and intercultural engagement.

As a university that educates students of various ethnic and cultural backgrounds, we value a diverse faculty, staff, and administration and seek to create as diverse a pool of candidates as possible. The University is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A terminal degree from a regionally accredited institution, and a distinguished record as a tenured faculty member that demonstrates excellence in teaching, scholarship, and service.
- Minimum of 7 years senior leadership in Academic Affairs, including significant line-management experience in a variety of academic areas, or equivalent experience preferred.
- Demonstrated commitment to shared governance, transparency, and understanding of the importance of faculty's role at a student-centered teaching university.
- Experience working with an increasingly diverse student body and serving as a champion of diversity.
- Competency in regional and specialized accreditation, program review, and assessment.



- Significant administrative and decision-making experience in a complex environment including achievement in implementation of best practices in higher education budgeting, finance, and strategic planning.
- Demonstrated ability to be an engaged and effective listener, practice open and transparent communication, motivate, and facilitate dialogue on issues of importance to the university.
- Strong understanding of the major issues and trends facing higher education, including enrollment management, governance, planning, technology and globalization.
- Highly motivated and self-directed person who can integrate diverse constituencies (students, faculty, staff, facilities, services) within an overarching financial plan.

**Review of applications** will begin immediately and continue until the position is filled. Applications will be considered on a rolling basis with a priority deadline of January 1, 2019. As a condition of employment, persons will have to submit to a confidential background check and submit official, sealed transcripts. All information obtained will be strictly confidential.

**Applications/Nominations:** Applicants should submit a complete and current curriculum vitae or resume, as well as names, addresses, email addresses, and telephone numbers of up to five references. A cover letter of interest should indicate how the applicant's qualifications relate to each of the required qualifications, as well as the preferred experiences and attributes of the position. Applicants should succinctly articulate their administrative philosophy, address how the candidate has supported inclusive and diverse communities and the role of the Division in private higher education. Applications should be sent electronically to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu). Nominations and requests for confidential conversations may be sent to Dr. Dean Johnston, Chair, Department of Chemistry, who is serving as the chair of the search committee, at [djohnston@otterbein.edu](mailto:djohnston@otterbein.edu) email address.

Additional information about the University is available at <http://www.otterbein.edu>.

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<http://www.otterbein.edu/public/About/Careers.aspx>.