



Invites Applications and Nominations for the
Position of:

**Provost & Vice
President for Academic
Affairs**



Greenwood/Asher
& ASSOCIATES

The Opportunity

Athens State University invites applications and nominations for the position of Provost & Vice President for Academic Affairs (Provost/VPAA). The Provost/VPAA oversees the university's academic integrity and ensures the vision, mission, and university strategic plan cascade down to all academic areas, so they are operating in unison. The incumbent ensures that academic programs meet quality standards set by accreditation bodies and align with students' and employers' needs.

The Role of the Provost & Vice President for Academic Affairs

Reporting to the President, the Provost/VPAA is the university's Chief Academic Officer, a strategic partner in long-range university planning, responsible for leading discussions of relevant, viable, innovative, and high-quality programs for lifelong learning and of quality teaching and engaged learning in student-centered modalities. The Provost/VPAA partners with other Vice Presidents to promote student access and success, alumni relations and fundraising, efficiency and effectiveness, and connections between academic programs and student experiences and external stakeholders. The Provost/VPAA also oversees or performs several managerial and operational functions concerning academic budgets, human resources, scheduling, determining faculty workload, and the catalog.

Strategic Responsibilities:

- › Provide leadership in matters of academic strategy, exploring, developing, launching, and sustaining educational initiatives consistent with the university mission.
- › Regularly advise the President on academic matters.
- › Understand the university's special mission and history, appreciate all disciplines and interdisciplinarity, be cognizant of current future trends in the higher education environment, and comprehend the educational ecosystem and labor market in which the university is located.
- › Participate in university-level strategic planning and lead academic planning, which feeds into the broader planning process.
- › Ensure the implementation of the university vision, mission, and pillars of the strategic plan throughout academic affairs.
- › Build relevant, viable, innovative, and high-quality academic programs for lifelong learning.
- › Provide leadership for quality teaching and engaged learning using learning science to inform and optimize pedagogies and modalities.
- › Advocate for experiential learning, which is the focus of the Quality Enhancement Plan for SACSCOC.
- › Contribute to the development, honing, and execution of university plans e.g., diversity, inclusion, and equity; data analytics; technology; and communications/public relations as they apply to academic affairs.

- › Help create a culture in which academic affairs employees work toward the university's goals, but feel satisfied, are developing their competencies, and have positive supervisory and peer relationships.

Managerial Responsibilities:

- › Overseeing the assessment and enhancement of the content and delivery of academic programs to promote relevance, viability, and quality through e.g., systematic program review, accreditation, consistency with ACHE vitality guidelines, and stakeholder feedback.
- › Review existing and develop new academic policies and procedures as needed.
- › Promote diversity, inclusion, and equity throughout academic affairs such that students experience culturally-responsive teaching and a respectful learning environment, and the success gaps between majority and minority groups are reduced.

Financial Affairs:

- › Work with direct reports to plan, develop, and implement the university's academic division's annual budget, approve expenditures, and stay within budget.
- › Analyze resource allocation decisions with an ROI lens, being prepared to reallocate human and financial resources to other uses that better support the mission.
- › Assess the efficiency (costs and productivity of inputs) and effectiveness (outcome achievement) of Academic Affairs units on an ongoing basis.

Faculty & Human Resources:

- › Review hiring requests and recommend new and replacement positions to the cabinet.
- › Ensure the continual professional development of employees from orientation through the phases of their careers.
- › Encourage and support teaching and research, grant-writing, publishing, and other scholarly activities of the faculty.
- › Engage in the regular evaluation of faculty and appropriate staff as directed by the Annual Evaluation of Employees Policy.
- › Lead the annual tenure and promotion process for full-time faculty as outlined in the Continuation of Appointments (Tenure) and Promotion of Faculty policies.
- › Ensure more diverse faculty and staff are hired, feel included, are retained, and are treated equitably in terms and conditions of employment.
- › Ensure communication with faculty by working closely with the Faculty and Staff senates' presiding officers to promote quality and shared governance.

Partnerships:

- › Appear before the Board of Trustees to discuss Academic Affairs matters.
- › Collaborate with the President on his/her academic vision.
- › Advocate for the university, and participate in fundraising and alumni relations, in conjunction with the Vice President for Advancement.
- › Coordinate with the Vice President for Financial Affairs to plan the effective and efficient use of facilities.
- › Work closely with the Vice President for Enrollment and Student Services to promote our students' access and success.
- › Partner with the Vice President for Corporate and Community Relations to determine new program niches and opportunities for internships, coops, and mentoring.
- › Liaise with the Alabama Commission on Higher Education concerning program approval and monitoring.
- › Participate in decision-making, sometimes possibly questioning and disagreeing, but afterwards sharing in collective responsibility for decisions, defending those decisions to others.

Direct Reports:

- › Supervise the Associate Vice President for Academic Affairs/Chief Information Officer who supervises Information Technology Services, and the Athens Teaching and Innovations department and Help Desk and performs other assigned tasks.
- › Supervise the Associate Vice President for Academic Affairs, who supervises the Office of Institutional Planning, Research and Assessment, the Library, the Quality Enhancement Plan, and the Adult Degree Program, serves as SACSCOC Liaison, and performs other tasks as assigned.
- › Supervise College Deans, Associate/Assistant Vice President for Academic Affairs, and Academic Affairs office staff and work with academic department chairs as needed.

Operational Responsibilities:

- › Coordinate with the College Deans and Assistant Vice President for Enrollment Management to prepare and approve each semester's class schedule.
- › Collaborate with the Cabinet, College Deans, and Associate/Assistant Vice President for Academic Affairs to compile information for the catalog and its publication.
- › Coordinate with the College Deans and approve the assigning of courses and non-instructional assignments to full and part-time faculty.
- › Delegate appropriate tasks.

Other Duties:

- › Serve on Administrative Council, President's Cabinet, the Board of Trustees Academic Affairs Committee, and other committees as needed.
- › Serves as an ex-officio member of administratively appointed academic committees.
- › Perform other duties as delegated by the President.

Professional Qualifications and Personal Qualities

The successful candidate will have:

- › An earned doctorate or terminal degree
- › Record of professional achievement in teaching and scholarship, sufficient to merit appointment at the rank of full professor
- › Ten years of successful administrative experience in higher education with demonstrated achievement in the management of curriculum, academic personnel, budget administration, and strategic planning
- › Proven record of success as an academic administrator with a record of successful and progressively responsible administrative experience, including the leadership of academic divisions, departments, or major programs; and demonstrated commitment to excellence in teaching, research, and service.
- › A successful track record, which demonstrates an ability to work effectively in an environment that relies on collegiality, consultative decision-making, and shared responsibilities
- › Successful university-community engagement and external grants and fundraising experience
- › Ability to provide leadership in the use of technology and information systems to support teaching, learning/e-learning, research, and administration
- › An understanding of regional, national, and international program accreditation

About Athens State University

The institution was founded in 1822 by local citizens who purchased five acres of land, erected a building, and began the Athens Female Academy. Ownership of the school was transferred to the Methodist Church in 1842. It became a public institution in 1975 and was charged to serve the graduates of state junior, community, and technical colleges/institutes. In October 2012, the Alabama legislature approved the first autonomous board to govern the University.

The upcoming bicentennial represents a significant milestone: despite epidemics, wars, and economic downturns, the institution has not only endured but also has grown into a highly respected university. It celebrates its past while preparing for the future. The ideas that led to its founding in 1822 continue to influence its mission to educate all students but especially those

who have been historically underserved in higher education due to economic and social circumstances. The challenges faced by the institution over the years fostered resilience and agility that results in the ongoing transformation.

The current COVID-19 public health crisis has not prevented forward movement. A new strategic plan is in the approval process. While the University has been a leader in online education for many years, it is investing heavily in its enhancement. It is adding new programs of relevance and interest to students and employers. It has a large Title III grant to improve student success. It is engaged in a branding and website redesign process. The University is financially strong and remains resilient and agile during the current COVID-19 pandemic.

The best is yet to come! The University's President – Dr. Philip Way – began his tenure in August 2019 and is in the process of building a strong administrative team of vice presidents and associate vice presidents to execute the vision, mission, and strategic plan to transform students' lives by making them economically and socially mobile. A significant part of the puzzle is not yet in place – the Provost and Vice President for Academic Affairs. This search aims to recruit the optimal candidate who can take the academic enterprise to higher and higher levels.

Vision and Mission

Vision:

Athens State University will be the premier destination for transfer students seeking the highest quality education and cutting-edge delivery at the most affordable cost. As the upper-division university in Alabama, building on a tradition that began in 1822, Athens State University will be the catalyst for positive change in its students' lives.

Mission:

The University advances the best interests of its students and the state of Alabama through teaching, service, research, and other creative activities to empower students to make valuable contributions in their professional, civic, educational, and economic endeavors. Through innovative communication and course delivery for high-quality undergraduate and select graduate programs, Athens State University provides a supportive environment for each student, demonstrating the importance of our states' and society's diverse and interdependent nature. Athens State University changes the face of Alabama by changing the lives of its students.

Strategic Plan

Athens State University spent much of the 2019-20 academic year reviewing its environment and current position and discussing appropriate priorities and strategies for the coming decade.

Many lengthy discussions were held in the Strategic Planning Committee and the Administrative Council. Input was also obtained online from stakeholders.

The University is currently finalizing the plan, ***Horizon 2030***, scheduled to be presented to the Board of Trustees in January 2021. The plan is comprised of the following five goals:

1. Athens State University will offer relevant, viable, innovative, and high-quality academic programs for lifelong learning, including degrees and credit- and non-credit-bearing certificate and badge programs at the baccalaureate, graduate, and post-college continuing education levels.
2. Athens State University will provide quality teaching and engaged learning in modalities that respect student preferences regarding time (schedule and degree of synchronicity) and place (on-ground location at the Alabama Center for the Arts or on the Athens campus vs. online vs. blended).
3. Athens State University will recruit, retain, and graduate a growing high-quality, diverse, and successful student body.
4. Athens State University will increase the quantity, quality, and diversity of resources and allocate them efficiently based on ROI to support the effective execution of goal-driven strategies.
5. Athens State University will engage with its outside communities as an “anchor institution,” resulting in reciprocal benefits.

Academics

Athens State University is one of a few institutions in the country to offer only upper-division (junior and senior) and graduate programs. University students are typically transfer students primarily from two-year schools in the Postsecondary Education System in the State of Alabama and adults returning to higher education to complete their degrees. Enrollment hovers around 3000 students, consisting primarily of non-traditional students, averaging thirty years of age, and two-thirds being female. Some are wholly online, but most mix online, in-person, and blended courses. Students often maintain full-time jobs and have family obligations.

The University offers 34 baccalaureate degree programs and four master’s degree programs, with more in the approval process. In addition, the University offers 57 minors, 21 concentrations, and 17 certificate programs. See <http://www.athens.edu/> There are three Colleges; [Arts and Sciences](#), [Business](#), and [Education](#). Each College produces graduates who are career-ready for today’s job markets.

Accreditation

Athens State University is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award bachelor's and master's degrees. Reaffirmation of accreditation is expected in 2021. The new Quality Enhancement Plan seeks to increase and enhance experiential learning. The National Council accredits the College of Education [for Accreditation of Teacher Education](#) (NCATE). The College of Business is nationally accredited by the [Accreditation Council for Business Schools and Programs \(ACBSP\)](#) to offer the following business degree: The Bachelor of Science (B.S.) with majors in Accounting, Acquisition and Contract Management, Human Resource Management, Logistics, and Supply Chain Management, Management, and Management of Technology. Athens State University is approved by the [Alabama State Department of Education](#) to train elementary, secondary, and postsecondary school teachers. The Alabama State Department of Education is a member of the [National Association of State Directors of Teachers Education Certification](#). The B.S. in Computer Science degree program (excluding the concentration in Information Security) is accredited by the Computing Accreditation Commission of ABET, <http://www.abet.org>.

The City of Athens, AL

Athens is an attractive quintessential Southern city in north-central Alabama. It is located at the heart of the Tennessee Valley region, roughly 24 miles west of Huntsville. For much of its history, Athens was a small agricultural town housing the seat of government for Limestone County. However, with the onset of the 21st century, Athens has continued to develop into an industrial and commercial center for Limestone County and a bedroom community within the Huntsville metropolitan area. Athens and its surroundings are booming. In 2018 its population was estimated to be approximately 26,247. It is expected to continue to grow rapidly due to the growing automotive, aerospace, manufacturing, government service, and cybersecurity industries. Until the COVID-19 recession, labor shortages were rife. They are anticipated to return. This augurs well for trailing spouses. The region has one of the most highly educated populations in the country. To learn more about Athens, please [visit here](#).



The Athens-Decatur-Madison-Huntsville region is a great place to live. Housing options include historic homes, riverfront living, new houses, and apartments. The cost of living in Athens is approximately 84 percent of the US average. The climate is subtropical with hot, humid summers and cool but not snowy winters. The region is a safe place to raise a family. Schools are very reputable. Sports facilities, public parks, hiking trails, golf courses, and fishing

opportunities abound. Entertainment is varied and plentiful. Numerous festivals are part of the annual calendar in Athens. According to [U.S. News & World Report](#), in 2019, metro Huntsville was the best place to live in Alabama, the best place to live in the Deep South, and the 11th-best place to live anywhere in the United States out of the 125 most populous metros.

Nomination and Application Process

Salary

Salary will be competitive and commensurate with qualifications and experience.

How to Apply

Greenwood/Asher & Associates, Inc. is assisting Athens State University in this search. Applications and nominations are now being accepted. Please include a cover letter, CV, and list of five references for a full application package. Confidential inquiries, nominations, and application materials should be directed to Greenwood/Asher and Associates. Submission of application materials as PDF attachments is strongly encouraged. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Please direct inquiries, nominations, and application materials to:

Marion Frenche, Practice Leader, Diversity, Equity & Inclusion,
Search Manager and Senior Executive Search Consultant

Email: marionfrenche@greenwoodsearch.com

Ashley Hice, Senior Executive Search Consultant

E-mail: ashleyhice@greenwoodsearch.com

Non-Discrimination Policy Statement Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate based on race, color, national origin, age, marital status, gender, gender identity, gender expression, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of the Vice President of Enrollment and Student Support Services, 300 N. Beaty St., Athens, AL 35611, 256- 233-8175.