

Heritage University
Provost and Vice President for Academic Affairs
Position Description

Heritage University

Heritage University is a non-profit, independent, non-denominational, accredited (Northwest Commission on Colleges and Universities) institution of higher education offering undergraduate and graduate education.

Heritage University was founded in 1982 by two Native American women from the Yakama Nation, Martha Yallup and Violet Lumley Rau. These women had a vision of providing talented and aspiring students of all backgrounds with the educational opportunities to succeed in life. To realize this dream they recruited as the founding President Dr. Kathleen Ross, a respected educational leader, former Provost for Fort Wright College in Spokane, and a Sister of the Holy Names of Jesus and Mary. During her Tenure as President of Heritage University, Dr. Ross gained national recognition for her achievements in serving low income and first generation college students.

In 2008, Dr. Ross announced her retirement, and in July of 2010 Dr. John Bassett became the second President of Heritage University.

When John Bassett arrived at Heritage he pledged to help make the institution into a school anyone would be proud to attend. "Heritage needs to be an institution of quality, defined by the caliber of its staff and students." Today, he is making that pledge a reality. In support of this commitment, he has hired a record number of faculty who were in place for the 2011 fall semester. He has taken part in developing the university's 10-year expansion plan, and is devoting more resources to assist students in achieving their career goals. Currently, he is exploring the possibility of developing a research agenda around a range of topics from health care to land-use policies in Yakima Valley. One of President Bassett's prime objectives for Heritage is growth, which will be possible by the recent acquisition of 20 acres to the east of the campus. Plans for that land include a new administration building, a student activities center, an arts center, and a new facility for offices and the College of Education and Psychology. Plans for a capital campaign are in process to support this expansion.

Mission and Vision

Heritage University's mission is to provide quality, accessible higher education to multicultural populations, which have been educationally isolated. Within its liberal arts curriculum, Heritage offers strong professional and career-oriented programs designed to enrich the quality of life for students and their communities.

Heritage University changes lives and communities by providing quality higher education to people whom, for reasons of location, poverty, or cultural background, have been denied access to a college education. The University believes that every person can learn, and considers

diverse cultural and ethnic backgrounds assets to the educational process. It understands that reaching across cultural boundaries is vital to human survival and that communities do not succeed in lifting themselves out of poverty without an educated community of leaders to staff their schools, hospital, and businesses.

Underlying Heritage's vision are three key values: 1) Honor each person's human dignity and potential; 2) Seek intellectual growth and challenges; and 3) Celebrate the shared spiritual roots of all humankind.

Heritage believes that as a university it has significant social, economic, and cultural responsibilities to its students and community. It believes that the flight of intellectual capital from low income and rural communities is not inevitable and can be reversed through educational leadership, innovation, and commitment.

To translate this vision into everyday reality in the Heritage University learning community requires a highly qualified and unusually dedicated faculty and staff with a low student-to-faculty ratio. These employees' dedication to the Heritage University mission leads them to create and sustain unique educational programs specifically tailored to the special needs of multicultural and rural or isolated constituencies. The Heritage community attempts to live its motto, "Knowledge Brings Us Together," by placing great importance on the dignity and potential of each student and by considering diverse cultural and ethnic backgrounds as assets to the educational process.

Heritage has a student body with substantial diversity, which creates an effective learning community where each cultural group is valued. To develop community and concern for the common good, Heritage seeks to provide leadership in supporting cultural pluralism within its own and other communities. Cultural pluralism creates a climate of respect and appreciation by fostering "learning about us" in an interdependent and connected world. Heritage University acts to make its curriculum, staffing, teaching and other collegiate activities reflect this learning.

Location

Heritage University is located in the lower Yakima Valley, where nearly one-third of the population lives in poverty. Low rates of educational achievement perpetuate the social and economic problems faced by families. Heritage's undergraduate population is over 50% Hispanic, over 10% Native American, and 85% first generation college attendees.

Undergraduate students come primarily from backgrounds of economic instability and low educational achievement. Half of these students work full-time while going to school, and over 90% work at least part-time. Many are working fathers or mothers and the principal providers for their home communities. For these students, Heritage University presents their best, and in many cases the only, opportunity to acquire a bachelor's or master's education.

Main Campus and Regional Sites

Heritage programs are delivered through five sites across Washington State including Yakima, Moses Lake, Seattle, Pasco, and its main campus on the Yakama Indian reservation near Toppenish, where 75% of its undergraduate classes are held. For students in the Yakima Valley, Heritage is the only college offering bachelor's and master's degrees within commuting distance. In Pasco and Seattle, where other alternatives exist, Heritage developed programs at the request of community colleges based on its reputation for providing quality academic programs for students from disenfranchised backgrounds. The regional sites use classroom and administrative facilities provided by agreement with the local community college.

Academics

The academic programs of Heritage University are deliberately planned and offered in a multicultural context. Every course is taught with the diversity of the student body in mind. Sensitivity to various cultures is a key to the institution's unique character. Heritage is one of only six non-tribal, Native American-serving institutions nationwide to received federal funding for its special Native American program, "Dream Catchers," designed to recruit, retain and graduate Native American students.

Academic programs include special study options: Academic remediation for entering students, accelerated degree programs, adult degree programs, advanced placement credit, cooperative education/internships, part-time degree programs, services for learning disabled students, student-designed majors, summer session for credit, and programs for working professionals. Heritage University offers 25 undergraduate majors, as well as master's programs in teaching and educational administration, counseling, and English as well as a new M. A. in Medical Sciences. The average class size is targeted at 15.

Science, Math and Computer Science students participate in research with financial support from the National Science Foundation, the National Aeronautics and Space Administration, the U.S. Department of Health and Human Services, the U.S. Department of Agriculture and other agencies and organizations. Business students have been supported in their research and community service work by the U.S. Department of Commerce and by various regional and national corporations.

The Health Sciences program in Licensed Practical Nursing to RN and in Clinical Laboratory Science receive financial support from the major hospitals in the region. A proposal for the BSN is being prepared.

In addition to its regional accreditation Heritage University other academic specialized accreditation or approvals are provided as follows:

Social Work Program

Approved by the National Council of Social Work Education

Clinical Laboratory Science Program

Approved by the national Accrediting Council for Clinical Laboratory Sciences

Practical Nursing Program

Approved by the Washington State Nursing Commission
All Education programs
Approved by the Washington State Office of the Superintendent for Public
Instruction

Heritage has earned reputation for responsive, innovative academic programming. Because of its small size and local partnerships, it is able to respond quickly to important community needs, such as its nursing program. Yakima County has been designated a medically underserved region, due, in part, to a shortage of qualified nurses. As Heritage recognized, the problem is not a lack of potential nurses, but rather a shortage of adequate educational programs. With an outstanding science faculty and eager, qualified students, it began working with local healthcare leaders, Yakima Valley Memorial Hospital, Yakima Valley Farm Workers Clinic. In addition plans for future collaboration with Pacific Northwest University of Health Sciences in Yakima are in process.

The Position

Given Heritage's constantly evolving and dynamic nature, the Provost and Vice President for Academic Affairs will play a vital role in the growth and development of the institution going forward. The Provost reports directly to the President and serves as the chief academic officer and chief enrollment officer. The Provost is responsible for the curricula and assessment of the institution, the leadership and professional development of the faculty and the processes through which teaching is conducted and administered.

The Provost insures that the curricula are as current as possible in terms of disciplines and delivery and appropriately reflect the mission of the campus. Direct reports include the Assistant Vice President for Academic Affairs, the Deans of Arts & Sciences and Education & Psychology, as well as the Registrar, Dean of Admissions, Director of Financial Aid, the Library Director, and the Center for Intercultural Learning and Teaching (CILT).

Principal Duties and Responsibilities

1. Represents Heritage University in the most positive manner with prospective, former and current students, faculty, staff, donors, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, and students.
2. Upholds the Heritage University Mission Statement.
3. Honors and promotes cultural diversity of students, faculty and staff.
4. Provides leadership, vision, and long-range priorities for the entire Academic Affairs Division to meet the needs of students and the community, as well as the strategic goals of the university.

5. Creates and maintains a positive climate with all academic programs while ensuring that all academic programs at the University strive for excellence to provide the best possible education for our students. Coordinates and manages faculty recruitment, selection, evaluation, promotion, retention and extended contracts. Serves as the advocate of the faculty and promotes the environment of shared governance with the faculty.
6. Encourages and supports faculty efforts to receive external funding for research and academic program development at the institutional level and at the program level.
7. Oversees the Offices of Admissions, Financial Aid, and the Registrar in support of the enrollment goals of the university. Works with the Vice President for Student Affairs to deliver high quality student services.
8. Applies curricular decisions to the strategic enrollment management initiatives in support of the university's enrollment and revenue goals.
9. Utilizes a strategic application of available financial aid resources to meet enrollment and revenue goals; provides direction for future financial aid needs and strategies.
10. Manages the budget priorities of all units within the division.
11. Works collaboratively with other Vice Presidents and provides effective interaction between other administrative units.
12. Facilitates the coordination of all specialized and institutional accreditation and assessment activities.
13. Serves as staff to the Academic Committee of the Board of Directors.
14. Represents the University to appropriate external groups at the local, regional, and National level.
15. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
16. Performs other functions as necessary or as assigned.

Qualifications

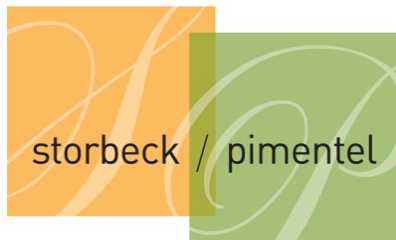
The qualified candidate will have an earned doctorate; a record of teaching excellence, service, and scholarship commensurate with that of a senior professor; and significant experience at the level of Department Chair or above including experience in the development and administration of curriculum, budget, personnel, strategic planning and enrollment management, and the use of technology in higher education to improve operations and service-

delivery. The well qualified candidate will demonstrate experience with, and a commitment to, a highly diverse and multicultural student population.

Very importantly, this individual will be energized and excited by the mission and purpose of the University. This person will be comfortable in a fast-paced, constantly changing environment, and will see great opportunities for growth both professionally, as well as institutionally. The ideal candidate will be comfortable as a leader in this vital community and will possess the highest levels of personal and professional integrity.

How to apply:

While the position will remain open until filled, resume review will begin December 1, 2011. Applications (consisting of a letter of interest, a current resume, and a list of three professional references) as well as nominations are being accepted by email, fax or mail as follows (electronic submission preferred):



executive search consultants

Sharon Tanabe, Partner
1111 Corporate Center Drive, Suite 106
Monterey Park, CA 91754
323.260.7889 (FAX)

Electronic submissions are preferred

Please submit to: stsearch@storbeckpimentel.com

CODE: HU Provost

For a confidential inquiry, contact Ms. Tanabe at
323-260-5045

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.