

Where life and learning meet.™



Search Profile

Provost and Vice President for Academic Affairs

Metropolitan State University invites applications and nominations for the position of Provost and Vice President for Academic Affairs. The University seeks an individual with exceptional leadership and organizational skills to serve as the university's chief academic officer, chief operating officer, and vice president. The Provost will play a key role in Metropolitan State's continuing efforts to achieve the ideals of President Obama's college completion agenda by providing the highest level of quality and service for adult learners, transfer students, and other underserved populations who wish to complete a baccalaureate or graduate degree.

Overview and Background

Metropolitan State University was established in 1971 by the Minnesota Legislature expressly to serve students in the greater Twin Cities metropolitan area whose needs were not being met by other educational institutions. Metropolitan State is a member of the Minnesota State Colleges and Universities System and is governed by the System's Board of Trustees.

Since admitting its first students in 1972, Metropolitan State has become a model of excellence for meeting the educational needs of working adults, communities of color (including new immigrants), and other nontraditional students. Metropolitan State enjoys a first-to-second year retention rate of 84% and has virtually no achievement gap in the retention or graduation rates of its underrepresented and other students. Metropolitan State graduates have the highest professional certification exam pass rate (e.g., nursing, accounting, law enforcement) as well as the highest average starting salary of any university in the MnSCU system.

Of the university's 11,000 students, 97% are transfer students and 32% are students of color. The average age is 32 years, although students range in age from 16 to 70 years. A majority of students study part-time. Classes are offered at 4 main locations, and selected others, throughout the metropolitan area. Although most Metropolitan State students live in the greater Twin Cities metropolitan area, the University's online programs serve individuals residing across the country and those serving in the U.S. Peace Corps or the U.S. military.

Metropolitan State's mission statement ably reflects its roles and activities:

Metropolitan State University is a comprehensive urban university committed to meeting the higher education needs of the Twin Cities and greater metropolitan population. The university will provide accessible, high-quality liberal arts, professional, and graduate education to the citizens and communities of the metropolitan area, with continued emphasis on underserved groups, including adults and communities of color. Within the context of lifelong learning, the university will build on its national reputation for innovative student-centered programs that enable students from diverse backgrounds to achieve their educational goals. The university is committed to academic excellence and community partnerships through curriculum, teaching, scholarship and services designed to support an urban mission.

Metropolitan State offers 65 undergraduate majors and minors, eight graduate degrees, and applied doctoral degrees in nursing and business administration. The most popular undergraduate majors include accounting, business administration, finance, psychology, nursing, social work, law enforcement, criminal justice, human services, and the individualized major. The most popular areas of graduate study include business administration, nursing, technical communication, and public and nonprofit administration. Innovative programs of particular note include:

- the masters degree in Management Information Systems, which has been designated by the National Security Agency of the US as a national Center of Educational Excellence in Information Assurance.
- the nation's largest graduate program in Technical Communication.
- the nation's first masters degree in Oral Healthcare Practitioner, to expand dental care access to underserved communities.
- a baccalaureate program for the United States Peace Corps.
- and baccalaureate programs in urban education, social work, and human services built on a solid model of community-based learning.

Metropolitan State's academic programs are housed in six academic units: the College of Arts and Sciences, College of Management, College of Nursing and Health Sciences, College of Professional Studies, School of Law Enforcement and Criminal Justice, and First College (which offers individualized majors to meet emerging and unique educational needs of students or the professions). In 2012, the University will launch a new School of Urban Education. A core of approximately 170 resident faculty is supplemented by over 600 practicing professionals who serve as part-time community faculty in their areas of expertise. Approximately one quarter of Metropolitan State's faculty and staff are people of color, reflecting the rich cultural mix of the metropolitan area. Metropolitan State works in close cooperation with MnSCU's ten two-year colleges in the greater metropolitan region as well as with local and regional business and professional communities.

Metropolitan State University is highly committed to student-focused education characterized by quality teaching and personalized services. Classes are small in size and are scheduled for the convenience of adult students. Most classes meet once a week in evenings, weekends, or online, although the program of daytime classes is growing as well. The university provides individualized student advising, credit for prior learning, and an array of online services and information resources. Metropolitan State's online majors and courses have been documented to produce the same learning outcomes as those delivered through more traditional methods.

Despite the economic challenges of recent years, Metropolitan State University continues to grow in both enrollments and facilities. Metropolitan State operates with a main campus perched atop scenic Dayton's Bluff in St. Paul, with additional teaching sites in Minneapolis, Energy Park, and Brooklyn Park. A new, award-winning Law Enforcement and Criminal Justice Education Center opened in 2010, and a "smart" classroom building opened in 2011. Planning is currently underway for construction of a state-of-the-art Science Education Center, a student center, and a parking ramp. Plans are also underway to open a new West Metro campus in 2013.

Metropolitan State's 2012 operating budget is approximately \$84,000,000. Tuition and fees constitute 68% of its revenues and state allocations are 29%. The Metropolitan State University Foundation also supports the institution by securing private funds for academic programs, scholarships, and special initiatives. Last year the Foundation raised more than \$1.8 million in private support. Alumni giving is growing. With new leadership, the Foundation is poised to engage in two comprehensive campaigns for Metropolitan State University, to raise support for the new Science Education Center and for the West Metro Campus expansion.

Minneapolis-St. Paul is one of the most livable metropolitan areas in the United States. The Twin Cities metropolitan area is regularly recognized for its arts and culture, nationally competitive sports teams, outdoor recreation, shopping, and restaurants. Many major corporations are headquartered in the Minneapolis-St. Paul metropolitan area, including General Mills, Target, Cargill, St. Jude Medical, 3M, and Best Buy. St. Paul is renowned for its commitment to higher education, ranking second in the nation in the number of higher education institutions per capita. The school systems in the metropolitan area are extremely diverse, with students from families speaking more than 90 different languages.

Distinctive Dimensions

Selected dimensions of distinction and emphasis at Metropolitan State University include the following:

- Metropolitan State University benefits from a consistent and distinctive mission and culture focused on providing high-quality, affordable, accessible education to underserved students including working adults, transfer students, and communities of color.
- Metropolitan State has closed the achievement gap. There is virtually no disparity between the retention and graduation rates of underrepresented students and others.

- Metropolitan State offers many educational advantages associated with small liberal arts colleges, including small-sized classes, accessible faculty, and personalized academic advising.
- Metropolitan State is a national pioneer in offering high-quality online courses, majors, student services, and information resources.
- Metropolitan State's flexible scheduling, individualized majors, and credit for prior learning enable it to meet the unique needs of working adults, transfer students, and midlife-career-changers.
- Metropolitan State incorporates an unwavering commitment to civic engagement and community-based learning and scholarship. The Center for Community-Based Learning (CCBL) is the home and coordination point for community and civic engagement, partnership and scholarship. The work advances the university's mission and further ties the university to the neighboring community, providing exceptional real-world experiences. Metropolitan State has received recognition for these advancements including the Carnegie Community Engagement Classification: Curricular Engagement and Outreach and Partnerships. This achievement recognizes the consistent investment in integrating community-based (service) learning with student academic experiences, and recommitments the university to the mutually beneficial community relations for which we have been well known throughout our history. The CCBL has been renamed (July 1, 2012), the Institute for Community Engagement and Scholarship (ICES).
- Metropolitan State's student body is distinctive and remarkable, and the rich diversity of the student body enlivens and enriches class discussions and projects. Two-thirds are working adults who bring an exceptionally high level of maturity and motivation. Nearly one-third are students of color, and many are new immigrants. All bring rich and unique life experiences to the classroom.
- Metropolitan State's urban location brings proximity and access to a robust mix of professional expertise and opportunity. Over 600 community faculty bring state-of-the-art expertise in their professional fields, and students enjoy a rich array of opportunities for community-based learning, internships, field experience, and application of learning.
- Metropolitan State partners with 10 two-year colleges in the greater metropolitan area to offer a number of joint degree programs and to ensure seamless transfer opportunities for metro area students. Approximately 5% of Metropolitan State's course work is delivered on the campuses of these partner colleges.
- Metropolitan State enjoys continuing growth in its enrollments, academic offerings, facilities, and resources. The university serves over 11,000 students a year, and enrollments have grown over 25% in the past 4 years. Enrollment growth is especially pronounced in graduate programs, online courses, and selected fields such as the business fields, nursing, law enforcement, and individualized studies.

Challenges and Opportunities

Metropolitan State University enjoys an array of strategic opportunities and challenges. As chief academic officer and chief operating officer, the Provost and Vice President for Academic

Affairs will be expected to exercise collaborative leadership, creativity, and strategic vision in addressing these challenges and opportunities. Those listed below particularly relate to the leadership role of the Provost.

- **Capacity and Growth.** Metropolitan State University is the only public university charged to serve Minnesota's growing Twin Cities metropolitan region. The ten MnSCU two-year colleges in the region enroll more than 100,000 students. Consequently, Metropolitan State's potential and market for growth is great. Challenges will include building capacity with limited public resources; increasing enrollments while retaining individualized, student-focused programs and services; and meeting the needs of more daytime students while continuing to serve working adults and other underserved populations. The Provost will be charged to balance growth in capacity, clarity of mission, and coordination with other MnSCU universities to provide an appropriate and comprehensive program mix.
- **Professional Development.** The University's strategic plans include expanded programs to develop professional expertise in teaching, learning, instructional design, outcomes assessment, and academic leadership. A Teaching Academy for community faculty, a Center for Online Learning, and a Center for Teaching and Learning are valuable resources that can be further mobilized toward this end. The Provost will be charged to further develop, integrate, and support professional development for both faculty and professional staff.
- **Diversity, Equity, Antiracism.** Metropolitan State University has an impressive commitment to and record of promoting diversity, equity, and antiracism. Nonetheless, there is also the shared sense that much remains to be done inside and outside of the classroom to develop a truly antiracist learning and work environment. The Provost will be charged to support this vision.
- **Academic Innovation.** Metropolitan State University prides itself on being nimble, adaptive, and responsive to new and emerging educational needs. Examples include programs specifically developed to serve the needs of the United States Peace Corps, the Minnesota Society of CPAs, Schwann Corporation, Travelers Insurance, the St. Paul and Minneapolis public schools, the information industry, and the healthcare industry. The Provost will be charged to promote robust relations with external professional and civic communities and to leverage the strengths of the institution to serve emerging and unmet educational needs.
- **Continuous Improvement.** Metropolitan State is an AQIP institution. A commitment to and practice of continuous improvement pervades the culture of the organization. The Provost will be charged to promote professional and organizational developments to pursue continuous improvement in both academic and operational endeavors.
- **Strategic Leadership and Collaboration.** Metropolitan State enjoys strong, capable leadership and professional staff in administration and finance, student affairs, and university advancement as well as within the division of academic affairs. The Provost will be charged to promote mutually beneficial collaboration and cooperation both within academic affairs and with the other divisions of the organization.

Position Duties and Qualifications

The Provost and Vice President for Academic Affairs is responsible for providing academic and strategic leadership for the university and for facilitating, nurturing, coordinating, and supporting the efforts of deans, faculty, staff, students, and administrators to meet institutional goals and priorities. He/she will ensure that policies, practices and programs are in place to set and achieve academic goals, to ensure broad access to programs, and to develop and maintain national distinction in teaching, scholarly growth, and service. Following a modest reconfiguration of academic units which will take effect at the end of June 2012, the units reporting to the Provost and Vice President for Academic Affairs will include the College of Arts and Sciences; the College of Management; the College of Health, Professional, and Community Studies; the College of Individualized Studies; the School of Law Enforcement and Criminal Justice; the School of Urban Education; Institutional Research; the Center for Online Learning; Graduate Studies; the Library and Learning Center; and the Institute for Community Engagement and Scholarship.

Specific responsibilities include:

1. As the chief operating officer, provide leadership and high-level management and coordination of all university matters under the purview of all members of the President's Council.
2. Provide university-wide leadership for and advice to the President regarding strategic planning, institutional priority setting, and continuous improvement efforts.
3. With the chief financial officer, develop the biennial and long-range operations and capital budgets. With the President, review annual budget proposals submitted by the vice presidents and other members of the President's Council.
4. Work with the chief student affairs officer to promote coordination and collaboration between student affairs and academic affairs to provide the services and resources needed for student development and success.
5. Lead and administer the academic programs of the university. Exercise responsibility for academic program planning, development, delivery, accreditation, assessment, and university-wide academic policies and procedures.
6. Prepare, allocate, and administer the academic budgets. Coordinate the management of university academic programs with business and administrative systems in cooperation with the chief financial officer and the chief human resource officer as applicable.
7. Ensure the preservation of academic freedom and responsibility and adherence to the university's governance principles.
8. Encourage and promote excellence in undergraduate and graduate education, effective teaching, and scholarly growth among the faculty.
9. Oversee the work of the university's Intellectual Property Coordinator
10. Assess, prioritize, and implement academic infrastructure needs and manage academic support services.
11. Encourage and promote sustained community service and civic engagement.
12. Encourage and promote interdisciplinary, international, and outreach programs.
13. Lead the Council of Academic Deans, routine faculty bargaining unit consultations, and other advisory groups as assigned by the President.

14. Partner with the Office of Human Resources on the recruitment, selection, appointment, promotion, retention, professional development, tenure, and salary of all academic affairs faculty, staff, and administrators.
15. Partner with the Office of Affirmative Action to meet follow and adhere to the university's Affirmative Action and Diversity Plans.
16. Assist the President and the Executive Assistant to the President in advancing the university's and the state system's legislative agenda.
17. Assist the Vice President for University Advancement in achieving the branding, marketing, and fund-raising goals of the university.
18. Provide leadership for deans, directors, faculty, and professional and support staff to work with diverse constituencies of the university community to accomplish institutional goals in a welcoming, just, and inclusive atmosphere.
17. Carry out other responsibilities as assigned by the President.

Qualifications:

REQUIRED:

- An earned doctoral degree or equivalent terminal degree from an accredited university.
- A solid record of academic accomplishments, including effective teaching, scholarly activity, and service at a level of excellence consistent with appointment to the rank of full professor at the university.
- Significant administrative experience at the level of academic dean or higher.
- A demonstrated commitment to cultural, ethnic, and gender diversity, affirmative action, and equal opportunity, and a history of accomplishment in enhancing campus diversity.
- A record as an accomplished academic leader with strong communication, interpersonal, and organizational skills and a history of working collaboratively in a team environment with diverse constituencies.
- Demonstrated ability to address the financial complexity of a comprehensive public university and a record of successful, strategic budget management.
- A demonstrated commitment to the missions of urban-focused universities.

PREFERRED:

- Experience in a collectively bargained higher education institution.
- Experience with continuing quality improvement.
- Experience with nontraditional students.
- Experience with innovative educational programs, approaches, or modes of delivery.
- Experience with organizational development.

Information for Applicants

Individuals wishing to nominate candidates for the position should submit a letter of nomination, including the name, position, address and telephone number of the nominee. Applicants should send a letter of interest, curriculum vitae or résumé, and the names, addresses, email addresses and phone numbers of five professional references. Review of applications will begin at once for an appointment effective July, 1 2012. For best consideration, please submit materials before March 19, 2012. Applicants and nominators are strongly encouraged to submit their materials by email and Word attachments.

All nominations and applications shall be confidential. Steve Leo, Vice President, and Traci Dove, Consultant, of Storbeck/Pimentel & Associates are assisting the search committee. Requests for information and all nominations and applications should be directed to:

Steve Leo, Vice President
Traci Dove, Consultant
Storbeck/Pimentel & Associates, LLC
metrostate@storbeckpimentel.com
386-283-4125

*For more information about the university and the position, please visit our web site at:
<http://www.metrostate.edu>, or go directly to our Faculty and Staff Job Opportunities page:
http://www.metrostate.edu/msweb/choose/hr/faculty_staff_jobs.cfm*

Employment for this position is covered by the Minnesota State Colleges & Universities Personnel Plan for Administrators.

http://www.hr.mnscu.edu/contract_plans/documents/AdminPlan10_11_2.pdf.

Notice: In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a motor vehicle records check.

Metropolitan State University is an Affirmative Action and Equal Opportunity Employer. The University does not discriminate on the grounds of race, color, and religion, sex, sexual orientation, including transgender status or gender expression, marital status, national origin, citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.