



Job Vacancy Announcement

Provost and Vice President for Academic Affairs

POSITION TITLE: Provost and Vice President for Academic Affairs

JVA#: 2024-25

DEPARTMENT: President's Office

POSITION SUMMARY: As the Institution's Chief Academic Officer, the Provost and Vice President for Academic Affairs ("Provost") provides dynamic leadership for all of Bluefield State's academic affairs, undergraduate and graduate, serves as the President's chief advisor on academic matters, and collaborates with leaders from all facets of the university community to advance academic, student, and college success. As a senior member of the President's team, the Provost is a Cabinet-level position who must effectively collaborate with an experienced and committed group of colleagues at the University. The Provost reports directly to the President.

The Provost provides leadership and vision for high-quality teaching and learning, distinctive academic programs, scholarship, research, service, and outreach that embody and express the educational values and goals of the University. The Provost is responsible for academic policy and program curriculum development, on and off-campus and online; faculty recruitment, evaluation, and promotion/tenure; accreditation and communications with the Higher Learning Commission and various other accrediting bodies; accountability reporting; academic assessments; creative technology and best practices for efficient and effective academic instruction; and creation and monitoring of academic budgets.

The Provost has primary leadership responsibilities for the division of Academic Affairs, including the College of Arts, Education, and Social Sciences; the Cole College of Business; the College of Science, Technology, Engineering, and Mathematics (STEM); the College of Health Sciences; the School of Education, and the School of Criminal Justice. Each College/School is led by an academic Dean/Director who reports directly to the Provost. Other areas reporting to the Provost include the B-State Learning Center (formerly the Academic Success Center), Registrar, Honors College, and Service Learning, Director of the William B. Robertson Library, Director of Digital Learning, and Early College (dual enrollment).

POSITION CLASSIFICATION/COMPENSATION: This position is Non-classified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the

President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

The Provost and Vice President for Academic Affairs are charged with the following:

- Provide campus-wide leadership for the achievement of the University's academic goals and objectives;
- Promote an environment focused on student learning and academic success for a diverse student body, including first-generation, underrepresented, adult, and international students;
- Serve as the President's chief advisor on all academic matters and student success issues;
- Engage all University constituencies in focusing on student success;
- Maintain effective channels of communication with the President, Faculty Assembly, and faculty;
- Provide the vision and creative leadership necessary for innovation and the development of distinctive, mission-related academic programs and applied research, especially in response to regional and state needs;
- Lead the development and implementation of an academic plan for the University that promotes excellence in all aspects of academic programming and that ensures both quality and integrity of teaching and learning in the classroom and online;
- Lead the development and revision, as appropriate, of the University's academic policies;
- Promote the core values of excellence, community, diversity, and continuous improvement;
- Foster an appreciation for diversity and cultural awareness and the development of multicultural and international initiatives;
- Collaborate with the Deans to assure recruitment, selection, recommendation, and retention of quality faculty and academic staff;
- Assist with human resource matters involving policies and procedures on employment, retention, and promotion/tenure, including performance management and professional development;
- Provide leadership to recruit and retain high-quality faculty and staff, working closely with Deans and faculty to achieve appropriate balance of tenure track and non-tenure track faculty;
- Responsible role in faculty promotion/tenure process, performance management, and professional development of faculty and staff within assigned areas, and being an accountable participant in addressing employee relation matters;
- Oversee and be accountable for the accreditation and reaffirmation of academic programs;

- Lead student success initiatives that adapt the learning environment to tend to diverse needs, improve graduation rates, improve financial support for students, create effective student retention strategies, improve degree efficiency, and time to graduation, and offer highly relevant academic degree programs that appeal to students and employers in the region and the State;
- Collaborate with campus leadership, including the Vice President for Student Affairs and others to ensure a culture that promotes recruitment, retention, and completion for diverse student populations through coordinated campus initiatives and resources;
- Develop, implement, and coordinate integrated campus-based programs and services that meet the varying needs of a culturally diverse traditional and non-traditional student population and encourage the success of all students;
- Lead the appropriate development and implementation of online programs and academic services;
- Provide leadership and direction for student support services (proposed Learning Center);
- Develop organizational structures in academic services that improve the effectiveness and efficiency of processes and use of technology within assigned areas, evaluating existing workflows and investing in cost-effective solutions that are easy to use and that are consistently reliable and effective;
- Lead the development and revision, as appropriate, of the University's academic policies;
- Collaborate with the Executive Vice President and the Chief Financial Officer to assist the President;
- Collaborate with campus leadership, including Vice President for Student affairs, to ensure a culture that promotes retention, progression, and completion for diverse student populations;
- In collaboration with the Director of Digital Learning, lead appropriate development and implementation of online programs and academic services;
- In collaboration with the Office of Computer Services, identify and use institutional external data and research necessary for effective academic decision making, Assessment of Student Learning, And Federal/ State accountability Reporting;
- Represent the College at Higher Education Policy Commission (HEPC) and other external meetings on matters related to academic affairs;
- Foster strategic academic partnerships with other Institutions of Higher Education and K12 schools, including dual credit course offerings;
- Ensure adequate and appropriate annual and long-range budget preparation for the Division to achieve University, School, and Division goals forecasts, budget needs, established priorities, allocate funds and monitor expenditures;
- Maintain a visible profile both on campus and with external constituencies; Be fully engaged with the faculty, student, alumni, and staff communities; anticipate and be well informed on emerging academic issues;

- For assigned areas, oversee accurate development and timely submission of internal and external reports, conduct assessment and evaluation of programs, and initiate improvements in collaboration with internal and external offices and agencies as appropriate;
- Identify and use institutional and external data and research necessary for effective academic decision-making, assessment of student learning, and federal/state accountability reporting;
- Represent the University at the Higher Learning Commission, WV Higher Education Policy Commission (HEPC), and other external meetings related to academic affairs, student success, and accreditation requirements of academic programs;
- Ensure compliance with academic policies and procedures administered through the Office of the Registrar and appropriate communication of Policy and curricular changes to the Division of Student Affairs and Enrollment Management and the Campus;
- Maintain the Academic Affairs website that provides commonly used data on retention and graduation, degrees awarded, student enrollment and admissions, other analytical studies, survey results, the BSU Strategic Plan, and HLC accreditation status.
- Maintain an organizational structure and staffing to effectively accomplish University goals and objectives;
- Ensure compliance with federal/state regulations, Higher Learning Commission, and specialized accreditation requirements, and the policies and procedures of the University and the West Virginia Higher Education Policy Commission; and
- Perform additional duties as assigned by the President.

MINIMUM REQUIRED QUALIFICATIONS:

- Earned doctorate or appropriate terminal degree from a regionally accredited college or university;
- Strong record of teaching, community and civic engagement, research, and scholarship;
- A minimum of 5 years of documented, successful academic administration such as chair or dean;
- Proven leadership with high ethical standards that inspires trust, instills confidence, and fosters an environment of mutual respect;
- Proven commitment to a student-centered college model, incorporating strategies for academic success of first-generation, underrepresented, adult, and international students;
- Demonstrated commitment to excellence in teaching, scholarship, and service/engagement;
- Demonstrated commitment to collegial, consultative processes and shared governance, evidenced by successful development and implementation of academic initiatives in collaboration with faculty, staff, and students;
- Demonstrated commitment to diversity and inclusion, including successful recruitment and retention of outstanding faculty and staff of diverse backgrounds;
- Demonstrated effective communication and interpersonal skills;

- Demonstrated skills in academic program planning and budgeting, including effective use of resources and creativity in developing alternate sources of revenue;
- Demonstrated skills in successful team building and effective human resources and financial management, including performance management, professional development, and effective utilization of fiscal resources.

PREFERRED QUALIFICATIONS:

- Proven ability to articulate and achieve a dynamic academic vision for the institution and encourage the development of cross-campus initiatives in areas such as STEM;
- Demonstrated ability to think strategically and effectively use data to advance the institution's mission and achieve academic goals, ultimately increasing student success;
- Demonstrated record of openness and collaboration, with a reputation for fairness in decision-making;
- Demonstrated knowledge of emerging technologies and their effective application for the advancement of student learning;
- Demonstrated commitment to increasing global awareness and international perspectives;
- Proven record of active engagement in campus and community activities.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. Bluefield State University, a historically black institution, prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. BSU welcomes all qualified candidates to apply. More information about the University is available at: <https://bluefieldstate.edu/>.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: November 26, 2024

CLOSING DATE: For full consideration, applications must be received by 4 p.m. EST, Wednesday, December 11, 2024. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.