



Provost and Vice President for Academic Affairs

Position Description

Exciting opportunity for an experienced academic leader to join CSU Channel Islands and provide the vision, strategic direction, and management of CSU Channel Islands' academic program. CSU Channel Islands seeks an entrepreneurial leader who will fortify the University's position as a leading higher education institution for innovation. The successful applicant will demonstrate a strong commitment to diversity, interdisciplinary approaches, international and multicultural perspectives, and service learning and student engagement.

POSITION SUMMARY

The Provost and Vice President for Academic Affairs (VPAA) serves as the chief academic officer for the University, reports to the President and sits on the President's Cabinet, providing advice and counsel impacting all aspects of campus management and serves as executive in charge in the President's absence. Acting under the direction of the President, the Provost and VPAA provides the intellectual vision and energy to lead a developing and innovative institution. The Provost and VPAA provides leadership for the academic path of the University; directs and coordinates all aspects of CSU Channel Islands' academic programs; and ensures the quality of the academic enterprise through on-going assessment. Maintaining strong shared governance, the Provost and VPAA develops and coordinates the senior team to lead the division. This position is also responsible for effective utilization of fiscal resources and plays a strong role in garnering support for academic programs through development and advancement activities. The Provost and VPAA works in strong partnership with Student Affairs to provide a holistic educational experience for students. He/she also works closely with other Vice Presidents in the overall planning and direction of the affairs of the campus and to meet the University's strategic plan in fulfillment of its mission.

SPECIFIC RESPONSIBILITIES

Reporting Structure. The Vice President for Academic Affairs and Provost leads an academic division consisting of Academic Programs and Planning, Dean of Faculty, Extended Education, Faculty Affairs, Institutional Research, Research and Sponsored Programs and the Library. The Provost and VPAA, with the Vice President for Finance and Administration, oversees Information Technology, ensuring that technology resources support faculty teaching and

scholarship and afford a seamless learning environment for students. As chief academic officer, the Provost and VPAA provides leadership and guidance to the Deans to enhance quality for faculty selection, evaluation and performance; for the creation, improvement and currency of academic programs; for promotion of research, scholarship and creative endeavors; for strategic university planning; and for constructive assessment towards continual improvement.

Academic Personnel and Development. The Provost and VPAA is responsible for the proper implementation of all academic personnel procedures and policies in a collective bargaining environment; responsible for providing overall direction for the recruitment, selection, and orientation of all academic personnel, in compliance with the University's affirmative action and equal opportunity objectives; reviews all academic promotion, tenure and retention recommendations, sabbatical leaves and unpaid leaves of absence and makes appropriate recommendations for action by the President; and, provides direction in establishing professional development programs for faculty and academic affairs administrators.

Academic Program. The Provost and VPAA ensures that the University mission is embedded in all activities of the division. The Provost and VPAA fosters the development and enhancement of high quality, innovative baccalaureate, master's degree, and credential degree programs that successfully support the mission and meet the educational needs of the region. With the mission as the foundation, the Provost and VPAA leads the four mission-based Centers: the Center for Community Engagement; the Center for Integrative Studies; the Center for International Affairs; and the Center for Multicultural Learning and Engagement; integrating them within the academic fabric of the University.

Fiscal Resources. The Provost and VPAA is responsible for the effective utilization and stewardship of University resources to implement quality academic programs and to support the mission. The Provost and VPAA works closely with the dean, programs chairs and the Advancement team to identify grants and other revenue opportunities to support existing and new programs. The Provost and VPAA also assists with the expansion and strengthening of community and industry partnerships for research and service, in line with the University's mission.

Leadership and University Planning. The Provost and VPAA attends formal and informal management sessions and sits on key campus planning committees. This position provides advice regarding the University's long-term campus and academic planning, University budget allocations, enrollment management, and physical space and operational considerations during both exploratory and formative states of decision-making. Within these planning efforts, the Provost and VPAA fosters shared governance among faculty and administrators, and maintains transparent decision-making processes.

Quality and Assessment. The Provost and VPAA is responsible for the quality of the instructional program and academic standards; provides guidance and interpretation of instructional program policies to University administrators; and provides direction regarding all accreditation matters. The VPAA is responsible for the assessment and analysis of the academic program at the instructional, general education, programmatic and baccalaureate levels and is responsible for directing the execution of studies on learning outcomes and student development,

as well as those addressing academic operational concerns. The VPAA is responsible for sharing assessment and study results; for utilizing results for institutional improvement; and for consultation with the Academic Senate and University committees concerned with the improvement of institutional benchmarks, academic standards and accountability.

MINIMUM QUALIFICATIONS

- An earned doctorate and a demonstrated record of distinguished research, scholarship, and teaching that merits the award of tenure at the rank of full professor.
- Successful record of substantial, executive-level, academic leadership, including fiscal management and personnel responsibilities for a minimum of five years at the level of dean or higher.
- Demonstrated success as a leader and supporter of innovation which fosters excellence in higher education.
- Understanding and commitment to the work of Student Affairs, the integration of curricular and co-curricular experiences in the academic enterprise, and experience facilitating student development outside the classroom.
- Demonstrated commitment to diversity, and experience working with a diverse staff, faculty and students.
- Open leadership style with demonstrated ability to foster a collaborative and collegial environment, and with a successful record of consensus building.
- Experience with the grant application and management process, and success in securing external support for academic programs and research.
- Proven experience in recruiting, developing, retaining, and evaluating faculty and professional staff.
- Administrative experience within a collective bargaining environment.
- Ability to interact effectively with external constituents, and with sensitivity to political realities.
- Knowledge and understanding of contemporary issues in the public higher education sector.
- Excellent oral and written communication skills.

Planned start date: July 1, 2008.

CSU Channel Islands is an Equal Opportunity Employer committed to inclusive excellence and encourages women and minorities to apply. Visit <http://www.csuci.edu/hr/employment.htm> for further information and to access the on line application. Review of candidates will begin December 15 and will continue until the position is filled.

Confidential inquiries and nominations should be directed to: Dr. Renny Christopher, Interim AVP for Faculty Affairs at 805/437-8994 or email Renny.Christopher@csuci.edu.

More Information about CSU Channel Islands

CSU Channel Islands, located in Ventura County, opened in fall 2002 and graduated its first freshman class spring 2007. Current headcount enrollment is over 3,600 students, with a future expected enrollment to exceed 15,000. CSU Channel Islands has distinguished itself by creating a university that was accredited in a remarkable four years. It is a comprehensive university offering 21 undergraduate majors, graduate degrees and teaching credentials. The Academic Master Plan calls for adding three majors per year to accommodate enrollment growth, in addition to expanding minors and graduate programs. Currently, there are 82 tenure-track faculty members and approximately 289 lecturers (full and part time). The faculty embrace “student-centered” learning that focuses on the four mission pillars of interdisciplinary learning, service learning and civic engagement, international, and multi-cultural perspectives.

University Mission

Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

To accomplish its mission, the University is creating learning communities that involve all elements of the university, integrating community and university resources, building community-university partnerships, engaging the education community from preschool through community college, providing opportunities for adult education and lifelong learning, and preserving and enhancing the culture and environment of the region.

Also in support of its mission, programs and activities are designed to help students appreciate and interpret the natural, social and aesthetic worlds and to address the highly complex issues facing societies. Thus CSUCI graduates are:

- informed about past, present, and future issues affecting human society and the natural world, and the inter-relatedness of society and the natural world;
- empowered with the disciplinary and interdisciplinary knowledge necessary to evaluate problems, the ability to translate knowledge into judgment and action, and excellent

communication skills for conveying their interpretations and opinions to a diverse audience;

- creative in developing imaginative self-expression and independent thinking, with joy and passion for learning; and
- dedicated to maintaining the principles of intellectual honesty, democracy, and social justice, and to participating in human society and the natural world as socially responsible individual citizens.

Life Near CSU Channel Islands

Located in the costal plain of Ventura County, CSU Channel Islands is situated near agricultural land. The county boasts nationally prominent centers for high technology and biotechnology and agriculture while major industries in the county's economy include pharmaceuticals, aerospace, tourism, oil, Naval Base Ventura County and other advanced technologies.

Ventura County residents enjoy year-round recreation, good schools, a low crime rate and a less crowded life-style. The Oxnard Strawberry Festival, the Camarillo Art and Jazz Festival, the Ojai Music Festival, the Ojai Tennis Tournament, and the Amgen Tour of California Bike Race are noted annual events. The California Rubicon International Theatre Festival will see its inaugural performances in the summer of 2008. Ventura County is also the gateway to the Channel Islands National Park.

Student Life

The University currently offers on-campus housing for about 900 students with more on-campus housing planned. Both residential and commuter students have access to outdoor leisure and recreation programs, drama productions, festivals, musical concerts, guest lecturers and other social events.

Campus Facilities

The campus consists of 826 acres and over 1.4 million gross square feet of buildings for academic and related use. The University plans to expand to accommodate its increased academic enrollment and partnerships with the community. The majority of the campus buildings were built between 1930 and 1950. The architecture is Spanish Mission revival style and this historic appearance will be preserved. Renovation of facilities creates classrooms and laboratories and infrastructure improvements. Funding for renovation of the University's existing facilities and grounds is provided through state Capital Outlay resources.

Faculty and staff housing is available at University Glen, a development of single-family homes, townhouses, and apartments. Homes and townhouses are offered for sale according to a priority system, with highest priority given to CSUCI faculty and staff, followed by other educational

partners and allies. Information on University Glen, including floor plans, rental rates, and "eligibility to rent criteria" can be found on the website at <http://www.universityglenhomes.com>.

CSUCI is known as a "Green Campus" that is environmentally sensitive and that encourages collaboration between academic programs and campus development; recycling; the use of public transportation, bicycles, and campus vehicles powered by alternative fuels; and other means to preserve and enhance the natural surroundings of the campus.

President

Date