

Vice President, Academic Affairs/  
Provost

FLSA Status:

Exempt

DEPARTMENT: Academic Affairs

#### GENERAL SUMMARY:

This position serves as the Chief Academic Officer for the College. The position is responsible for the leadership of the academic affairs department, working collaboratively with other members of the leadership team to promote Mercy College and to foster an educational learning environment that supports the mission, vision, values and strategic plan.

#### ESSENTIAL FUNCTIONS:

##### Leadership and Vision

- Evaluates and positions Mercy College programs to ensure academic excellence, growth, and competitive advantage through robust curriculum development, strategic resource allocation, program accreditation, and program and student learning outcomes assessment.
- Oversees regional and program accreditations, working with appropriate internal and external stakeholders, in achieving favorable outcomes.
- Strengthens academic leadership through professional development and mentorship opportunities.
- Promotes the development of innovative, lifelong learning opportunities for a range of learners including liberal arts students, non-traditional students, military personnel, corporate and business clients, online and other diverse groups.
- Ensures regular assessments of program performance outcomes and identification of new program proposals.
- Ensures financial controls are in place for proper and viable fiscal management. Provides oversight to the annual enrollment projections as prepared by the academic affairs' program administrators.
- Serves as academic leader in providing educational expertise, health care excellence and community service to Des Moines, the State of Iowa and nationally.
- Develops collaborative relationships with education constituencies, health care systems and community organizations in support of students, clinical partners and Mercy College.

##### Management

- Strengthens a commitment to the practice of transparency throughout Mercy College.
- Practices shared governance through policy and procedures and the adoption of best practices, including oversight and support of Mercy College Senate, Senate Councils and Committees.
- Oversees faculty hires, evaluations, promotions, Human Resources' practices and recognition systems.
- Maintains strong relationships members of Mercy College's constituencies including students, faculty, staff, alumni and members of the Mercy College of Health Sciences community.
- Ensures compliance with applicable accreditation standards and regulatory requirements related to academic matters.

#### OPPORTUNITIES AND CHALLENGES FOR THE NEXT PROVOST:

- Partner with a newly-appointed president, cabinet, and Board of Directors to achieve ambitious goals set forth in the current Strategic Plan 2021 – 2022 as well as reviewing the Plan for possible amendments.
- Re-examine Mercy College curriculum and program portfolio, conscious of employment trends, the market, and the institution's intellectual and education capacities.
- Lead the development and successful, punctual implementation of innovative program ideas, including new graduate degrees.
- Continue Mercy College's excellent record of regional and specialized accreditation for existing programs, and partner with the new president to oversee the successful approval of new doctoral and other programs.
- Grow and nurture the shared governance systems.
- Oversee an expanded academic and student services portfolio.
- Strategize with colleagues to attract new populations of students, improve enrollment, and enhance student achievement.

#### MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Earned doctorate degree required from an accredited institution with preference for candidates who possess one degree in a healthcare discipline i.e., nursing, etc.
- Ability to represent the President when called upon and act on the President's behalf as requested
- Previous experience as an academic dean or academic department head, with an understanding of and commitment to shared governance.

- Strong record of teaching, scholarship, service learning, assessment of student learning, and accreditation matters, with a preference for experience with HLC.
- Demonstrated record of success in administrative, academic and leadership experience.
- Proven experience and skills in directing and supervising faculty and staff.
- Excellent oral and written communications with sound decision and problem-solving skills.
- Demonstrated ability to develop partnerships and relationships with varied constituents.
- Demonstrated knowledge and experience in financial and budget management.
- Demonstrated commitment and record of promoting a diverse educational environment.
- Experience in distance learning, institutional, program, co-curricular, and general education assessment, and research.
- Capacity to effectively advocate in support of the College's mission and strategic plan with an understanding of the emerging trends in private higher education.
- A proven leader who possesses the presence, demeanor, credentials, intelligence, vision, and communication skills to earn the respect of others, collaborate well, achieve mission and strategic plans, and represent Mercy College in a variety of settings.
- Success in fostering innovation and continuous improvement, and a quick study in finding opportunities in the rich surrounding area to build upon Mercy College's prominence.
- Experience with contemporary instructional methods for adult learners and a strong commitment to online learning and alternative delivery methods.
- Experience and success in leading and managing a large division or organization, including strategic planning, resource management, and curriculum review and development.
- Commitment to diversity, equity, and inclusion.
- Experience in an academic role within a health systems environment preferred.
- Demonstrated record of success in oversight or management of nursing programs preferred.