



R.H. PERRY & ASSOCIATES
SEARCH COUNSEL TO HIGHER EDUCATION

January/ February, 2014

EXECUTIVE SEARCH PROFILE

Provost and Vice President for Academic Affairs



San José State University invites nominations and applications for an outstanding and innovative academic leader for the position of Provost and Vice President for Academic Affairs.

THE UNIVERSITY

San José State University (SJSU) is a major, comprehensive public university located in the center of San José, California - the heart of Silicon Valley. SJSU is the oldest state university in California. Its distinctive character has been forged by its long history, its location and its vision - a blend of the old and the new, the traditional and the innovative. Among its most prized traditions is an uncompromising commitment to offer access to higher education to all persons who meet the criteria for admission, yielding one of the most diverse student bodies in the country. SJSU takes pride in and is firmly committed to teaching and learning, with a faculty that is active in scholarship, research, technological innovation, community service and the arts.

SJSU grants bachelor's and master's degrees in 134 areas of study. Quality teaching and small classes are a priority, where tenured professors teach introductory as well as advanced courses. Among the top 200 universities in research and development expenditures, SJSU offers rigorous course work and research opportunities to more than 30,000 undergraduate and graduate students, with approximately 700 tenure/tenure track faculty and 1,400 staff.

The University is accredited by the Western Association of Schools and Colleges. The academic colleges include Applied Sciences and Arts, Business, Education, Engineering, Humanities and the Arts, Science, and Social Sciences, offering 69 bachelor's degrees with 81 concentrations and 65 master's degrees with 29 concentrations. The University is proud of its award-winning library, a unique joint city-university partnership.



THE UNIVERSITY (continued)

SJSU is an exceptional place for hands on learning, professional development and personal growth. The University occupies 19 blocks in downtown San José with 23 academic buildings and seven residence halls. Located 1.5 miles away on 62 acres is the South Campus, which includes the Spartan Stadium and athletics fields.

Mission and Goals

In collaboration with nearby industries and communities, SJSU faculty and staff are dedicated to achieving the university's mission as a responsive institution of the state of California: To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.

University Learning Goals:

San José State University graduates will have developed:

Specialized Knowledge

- Depth of knowledge required for a degree, as identified by its program learning outcomes;

Broad Integrative Knowledge

- Mastery in each step of an investigative, creative or practical project (e.g. brainstorming, planning, formulating hypotheses or complex questions, designing, creating, completing, and communicating);
- An understanding of the implications of results or findings from a particular work in a societal context (e.g. social or economic implications of a scientific finding); and,
- Students graduating with a baccalaureate degree will have demonstrated an understanding of critical components of broad academic areas, the arts, humanities, social sciences, and sciences and their integration.

Intellectual Skills

- Fluency in the use of specific theories, tools, technology and graphical representation; and,
- Skills and abilities necessary for life-long learning: critical and creative thinking, effective communication, conscientious information gathering and processing, mastery of quantitative methodologies, and the ability to engage effectively in collaborative activities.



Applied Knowledge

- The ability to integrate theory, practice, and problem-solving to address practical issues;
- The ability to apply their knowledge and skills to new settings or in addressing complex problems; and,
- The ability to work productively as individuals and in groups.

Social and Global Responsibilities

- The ability to act intentionally and ethically to address a global or local problem in an informed manner with a multicultural and historical perspective and a clear understanding of societal and civic responsibilities; and,
- Diverse and global perspectives through engagement with the multidimensional SJSU community.

THE POSITION

The Provost and Vice President for Academic Affairs is the chief academic officer and senior vice president of the University. The Provost/VPAA supports the university's academic mission and provides curricular and administrative leadership in a diverse multicultural, international, and high technology environment. The Provost has line responsibility for all academic administrators and provides leadership in the planning, development, assessment, budgeting and oversight of all academic and research initiatives at the University.

Reporting Relationships

The Provost/VPAA reports to the University President. Direct reports of the Provost/VPAA include the following:

Office of the Provost: Deputy Provost, Budget Planning, Resource Allocation, Enrollment Management

Colleges

Dean, College of Applied Sciences and Arts
Dean, College of Business
Dean, College of Education
Dean, College of Engineering
Dean, College of Humanities and the Arts
Dean, College of Science
Dean, College of Social Science
Dean, University Library



Division-wide Units

Associate Vice President, Student Academic Success Services
Associate Vice President, Faculty Affairs
Associate Vice President, Graduate Studies & Research
Associate Vice President, Institutional Research
Associate Vice President and Dean, International & Extended Studies
Associate Vice President, Undergraduate Studies
Senior Director, Academic Technology
Director, Academic Budgets

Auxiliary

Chief Operating Officer, SJSU Research Foundation

POSITION RESPONSIBILITIES

The Provost/VPAA is responsible for the following:

Academic Leadership

- Fosters and develops an inclusive and evolving curricular and pedagogical environment, setting the tone and guidance for all academic programs;
- Supports an environment for active and integrative learning that helps students achieve academic success and become career professionals, responsible citizens and lifelong learners;
- Guides the development and assessment of outcomes for academic programs, faculty development, scholarship, and teaching in coordination with deans, chairs, directors, and faculty across the campus in alignment with the SJSU mission and values;
- Is committed to supporting and enhancing research grant and contract activity;
- Shares responsibility with the president, vice presidents, deans and others for maintaining WASC accreditation and other discipline-based accreditations at program levels; and,
- Creates and takes advantage of opportunities for collaborative engagement with community organizations, alumni, donors, the Silicon Valley business community, and research and educational institutions in the region.



POSITION RESPONSIBILITIES (continued)

Administration

The Provost/VPAA has direct administrative responsibility for seven colleges, the University Library, the SJSU Research Foundation, International and Extended Studies, and other academic units of the University; acts as the Senior Executive in the absence of the University President; and consults with and advises the President on budget, enrollment, faculty, and administrative issues in carrying out the mission of the University. The Provost/VPAA is the chief spokesperson regarding the academic mission and academic activities on campus to the public and to the administration of the California State University system.

Faculty Affairs

The Provost/VPAA facilitates partnerships among academic programs and other divisions of the University, the faculty, students, and administrators; and guides overall academic policy making in coordination with the President, Academic Senate, Vice Presidents and other stake holders. The Provost/VPAA oversees the administration of retention, promotion and tenure processes for faculty; and supports appropriate and meaningful faculty development.

Resource Management

The Provost/VPAA Provides leadership in the ongoing strategic planning process for the University; and is responsible for the overall budgeting and personnel management process for the Academic Affairs Division, including establishing base budget for operations; capital budgets for current and future years; and anticipating budget requirements, including human resources needs, in a changing academic environment. The current Academic Affairs budget includes approximately \$165 million in state funding, plus more than \$15 million from non-state revenue sources. The SJSU Research Foundation is housed in the Academic Affairs Division and has annual revenue activity of approximately \$65 million.

QUALIFICATIONS

The successful candidate will have a distinguished record in teaching and scholarship, with an earned doctorate or equivalent terminal degree to warrant academic appointment at an advanced rank and tenure in one of SJSU's academic departments. The successful candidate will also have a progressive record of extensive and successful administrative responsibility, including substantial experience at the dean's level or above at a university granting at least the master's degree. Knowledge of public university systems, such as the California State University, is desired.

It is expected that prospective candidates will have demonstrated experience managing and solving a variety of fiscal, budgetary, personnel and management challenges in a rapidly changing academic environment. The successful candidate will also show evidence of commitment to working in an ethnically and culturally diverse educational environment.



BACKGROUND AND EXPERIENCE

The well qualified candidate will have the following background and experience:

Leadership Skills

Articulates a vision for teaching and learning, with demonstrated success in planning, initiating, managing and evaluating institutional change. Understands the dimensions and dynamics of inclusive excellence. Models leadership and collaboration to the campus community. Has demonstrated ability to facilitate partnerships among academic programs and other divisions of the University, their faculty and students, and community constituents.

Planning & Results

Demonstrated experience in successful strategic planning utilizing a collaborative approach to facilitate change.

Prioritizes and plans work activities to meet unit, department and college priorities and timelines; identifies needed resources; plans and utilizes existing and new resources efficiently; accommodates multiple demands for commitment of time, energy and resources; anticipates and adapts to changing priorities, situations and demands. Has skill in fiscal planning and resource management.

Identifies and implements measures for evaluating plans, priorities and solutions. Communicates in a transparent way on the progress of division initiatives, priorities, plans and implementations.

Communication and Interaction

A proven track record of communicating in a manner that reflects respect, courtesy, civility, appreciation, empathy, trust, inclusion, consultation and transparency. Establishes and maintains effective and collegial work relationships. Understands lines of reporting, responsibility, and accountability. It is the expectation of the University that the Provost/VPAA will have a history of, as well as current and continued involvement in, regional and national higher education organizations.

Diversity

Values and respects diversity and individual uniqueness and recognizes the strength these factors bring to the SJSU community and learning environment. Has demonstrated a capacity to plan, implement and assess a comprehensive diversity plan that includes alignment with the university's mission, the content of courses, faculty engagement with diversity issues, access and success of all students, as well as campus climate and intergroup relations. Has demonstrated skill in creating a campus climate supportive of educational equity, including recruiting, developing and managing a diverse faculty and staff.



Knowledge of Organization

Demonstrates organizational awareness; has knowledge of business practices; understands and embraces a shared governance environment; values transparency by supporting and facilitating easy access to relevant information for all members of the campus community. Understands the nature of a collective bargaining environment.

Creativity & Innovation

Engages in creative problem solving; knows how to re-engineer processes; is open to and embraces change; is receptive to new ideas within the guidelines of the institution; considers how global standards are evolving and how this evolution might be relevant to the SJSU culture of teaching and learning. Has an understanding of the changing needs of our students and the global and regional workforce. Has a good understanding of the technological resources needed to support the academic mission and future learning environments.

Supervisory Responsibilities

Demonstrated supervisory skills including interviewing, hiring, and facilitating training for employees; planning, assigning, and directing work; appraising work performance; addressing complaints and resolving problems; acknowledging and rewarding contributions. Fosters teamwork, partnerships and collegiality among people from diverse backgrounds. Adheres to exemplary standards of professional ethics.

Productivity and Quality of Work

Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; applies feedback to improve performance; is well organized and known for a high quality of work output.

Safety & Risk Management

Has an awareness of potentially hazardous or unsafe conditions; implements procedures to identify and correct potentially hazardous or unsafe working conditions. Mitigates risk where appropriate through knowledge of policies and procedures.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. It is the policy of SJSU to provide reasonable accommodations for qualified persons with disabilities.

Additional information about San José State University can be found at: www.sjsu.edu



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APPLICATION PROCEDURES

The position is open until filled. Applications submitted on or before **February 24, 2014** will be given priority consideration. A completed application must include a CV, cover letter, and a list of three professional references with contact information, and be submitted electronically to SJSUProvostVPAA@rhperry.com

Confidential inquiries, nominations and questions should be forwarded to:

Dr. John Hutchinson, Senior Consultant

217-737-0757

or

Mr. Matthew Kilcoyne, Senior Consultant

202-253-9846

at

SJSUProvostVPAA@rhperry.com

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SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for qualified applicants with disabilities who self disclose.

www.sjsu.edu