

THE CITY UNIVERSITY OF NEW YORK

CAREER OPPORTUNITY

Hostos Community College

Title	Provost and Vice President of Academic Affairs
Location/Department	Office of Academic Affairs
Position Detail	
FLSA Status	Exempt
Compensation	This is an Executive Compensation Plan position; salary and benefits are competitive. Salary will be commensurate with experience.
Web Site	http://www.hostos.cuny.edu/ohr/hccjobs/hrjobshcc.htm
Notice Number	EA16549
Target Date	Open until filled with review of applications to begin 11/2/09

POSITION DESCRIPTION AND DUTIES

Hostos Community College/CUNY seeks a proven, innovative, and energetic leader for the position of Provost and Vice President of Academic Affairs. Reporting to the President, the Provost is the Chief Academic Officer of the College. The Provost is a member of the President's cabinet and is involved in all major policy decisions of the College.

Hostos CC has an ambitious agenda to expand existing and develop new academic programs and services to meet the needs of an urban and highly diverse community.

The Provost is responsible for providing academic and strategic leadership, direction, and policy formulation of all academic divisions/programs. The Provost supervises Instructional Support Services, Academic Skills, Institutional Research, and the Library. This seasoned administrator will be actively engaged in shaping the institution's Master Plan; integration of educational technologies for pedagogy and research in all academic areas: faculty recruitment, development, evaluation, and retention; and the promotion of student learning, effective teaching, scholarly work and service; all within the context of a strong system of shared governance. This experienced leader will be integrally involved in the development of academic budgetary priorities and in the management of budgets and other resources. The Provost is responsible for ensuring that teaching and research at the College meets the highest academic standards and for establishing and maintaining high quality academic programs that attract and retain students. The Provost is also expected to work closely with the Division of Student Development and Enrollment Management to improve the College's graduation and retention rates.

In collaboration with the department chairs, the Provost will be fully involved with the development and implementation of the College's strategic plan, formulate and articulate clear goals for the academic programs, and provide leadership in expanding external support for faculty research scholarship, teaching, and professional activities. This dynamic individual will lead the academic effort to engender sensitivity and understanding of cultural and linguistic diversity in the curriculum. He/she will work with the President of the College and along with other University academic officers on matters of common concern and

identify opportunities for academic collaboration within the College.

QUALIFICATION REQUIREMENTS

An earned doctorate coupled with a record of substantial scholarly achievement to qualify for a tenured full Professor in an academic department; significant academic administrative experience (minimum of 8 years) and seasoned leadership skills; proven credentials in management, including budget development and academic, administrative, and strategic planning, as well as enrollment management; evidence of successful experience in curriculum development, outcomes assessment, and integration of information technology for academic programs; demonstrated skills and commitment to cultivating excellence in scholarship, teaching, and public services; ability to work effectively in a collective bargaining environment and diverse constituent groups; and demonstrated commitment to cultural diversity and shared governance. The successful candidate must be a collaborator and team player skillful in promoting a collegial work environment.

TO APPLY

The review of applications will begin on November 2, 2009; therefore, applications are encouraged prior to that date. Nominations and applications will be accepted until position is filled.

To apply, please submit the following four separate documents:

- 1. A letter of application that succinctly addresses the Provost and Vice President of Academic Affairs position (not to exceed five pages).**
- 2. A current resume including an e-mail address and cellular telephone number.**
- 3. A reference list with the names, home and business telephone numbers, and e-mail addresses of eight references: three supervisors, two direct reports and three faculty members from current or former institutions.**
- 4. Candidate Summary Sheet - a two-page synopsis of your professional career.**

Only these four documents (and no additional application information) will be accepted.

Address: Electronic copies of the application package must be submitted to searches@acct.org.

In addition, a paper copy must be mailed to:

Hostos Community College –
Provost and Vice President of Academic Affairs Search
ATTN: Dr. Narcisa Polonio
ACCT
1233 20th Street, NW, Suite 301
Washington, DC 20036

For additional information, nominations or confidential inquiries, contact Dr. Narcisa Polonio, ACCT, Vice President for Education,

Research and Board Leadership Services, 202-276-1983
(mobile) or npolonio@acct.org.

- An ACCT Search -

[TOP OF PAGE](#)

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