Bemidji State University invites applications for the position of:

Provost and Vice President for Academic Affairs

OPENING DATE: March 2, 2020
CLOSING DATE: Tuesday, March 31, 2020
APPOINTMENT DATE: July 1, 2020
SALARY: Depends on Qualifications; Administrator’s Plan Range 14
JOB TYPE: Exempt; At-Will

POSITION PURPOSE:
The Provost and Vice President for Academic Affairs provides leadership for Academic Affairs, fostering an engaging, inclusive, challenging, and inspirational environment for students, faculty and staff, both inside and outside the classroom. The Provost takes a leadership role in offering rigorous, high quality experiences to undergraduate and graduate students on campus, through our state-wide and international partnerships, and through online degree offerings. The Provost supports the faculty in pursuit of their focus on research and creative expression in the classroom and in their professional lives.

The Provost and Vice President for Academic Affairs is the chief academic affairs officer, and the second ranking executive officer at Bemidji State University (BSU). This position reports directly to the President, and acts on her behalf in her absence. The Provost provides collaborative leadership and direction for all academic programs while advancing the strategic goals of BSU. The Provost and Vice President supports, initiates, and promotes the University’s commitment to excellence in teaching, research, and service and includes strong partnerships in community and economic development. The Provost and Vice President provides leadership for and implementation of the University’s strategic and academic priorities.

Working collaboratively with deans, faculty, and staff, the Provost develops and administers academic policies, helps establish academic priorities, oversees the curriculum, encourages faculty and student research, and assures compliance with system, state, regional and federal academic and educational policies. The Provost serves a leadership role for university-wide and academic strategic planning and is the primary administrative liaison with the faculty union. S/he has responsibilities associated with the internationalization of the BSU campus.

The scope of responsibility includes three academic colleges including the College of Arts, Education and Humanities; College of Individual and Community Health; and College of Business, Mathematics and Science. Responsibility also includes several academic support units to include: Graduate Studies, Center for Extended Learning, Grants Administration, and Center for Professional Development. Other areas reporting indirectly include: the A.C. Clark Library; Honors Program; Liberal Education Program; Leadership Studies; Women/Gender Studies; and the McNair Program.
The Provost is a leader who helps guide the process of establishing priorities, building consensus and commitment, and making decisions that enhance the mission and vision of BSU. The Provost understands the challenges and changes affecting higher education in the United States, particularly at public comprehensive universities. The Provost is responsible for oversight of the Academic Affairs with a total budget of nearly $25.5 million.

The Provost and Vice President for Academic Affairs is responsible for providing students with quality programs, events, services and activities that promote academic, personal, and professional growth within and beyond the classroom. As the leader of Academic Affairs, the Provost will develop and grow the institution’s commitment to diversity and inclusion of its faculty and staff, while focusing on student recruitment and retention that engages both faculty and staff. The Provost will enhance student success by continually improving curricular, co-curricular, and extracurricular programs at BSU.

Bemidji State University is aligned with Northwest Technical College (NTC), also located in Bemidji, Minnesota. The Provost and Vice President will work with the President and with the Chief Academic Officer at NTC to enhance the relationship between the two institutions and students at both BSU and NTC.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Serves as chief academic officer for the University administering academic operations and strategies for the University across all colleges; leading development and implementation of the University’s academic master plan; developing University-level policies, procedures, and business practices; ensuring the University’s compliance with international, federal, and state regulations and other requirements; cultivating and hosting delegations as appropriate; and traveling nationally and internationally to represent and promote the University.

2. Represents the University to a wide range of international, federal, state, system, and regional, partners and stakeholders (includes liaison to national/international delegations, higher education institutions, and government officials; federal and state government agencies; international and national professional associations; statewide boards; system task forces and committees; regional economic development groups and civic leaders; and corporate partners).

3. Participates as a senior member of the President’s Cabinet and President Leadership Council; provide leadership for the Dean’s Council and Provost’s Council, University Strategic Planning, Academic Planning, and other task forces, and committees.

4. Provides leadership for Academic Affairs:
   a. Supervises the deans and academic program directors, empowering them to recruit, employ and assign faculty and staff; plans, prepares and monitors budgets and oversees the development, improvement and retention of the programs.
   b. Participates in Minnesota State College and University system-wide planning and operations in cooperation with the Chancellor's Office, the Vice Presidents and employee bargaining units.
   c. Oversees faculty evaluation and all aspects of faculty appointments, advancement, retention, scholarly/creative/research endeavors, and community service activities in accordance with the Faculty Collective Bargaining Agreement.
   d. Implements and monitors locally the provisions of the IFO agreement and respond to grievances.

5. Provides leadership for undergraduate and graduate academic planning, evaluation, and assessment of instruction, programs, student academic support, and student learning.
6. Participates in the planning, development and implementation of retention programs as well as the co-curricular and extra-curricular experience of students, with attention to both in- and out-of-class learning environments and their impact on student development, satisfaction, and retention.

7. Works collaboratively with student life to integrate student life and services with academic life and programs.

8. Serves as a primary spokesperson to external bodies including legislative and other governmental bodies on matter related to the University’s Academic Affairs.

9. Works closely with the Faculty Senate to develop and revise academic policies and to meaningfully consult with faculty in the shared governance process.

10. Creates and supports outreach and service through partnerships and alliances with: PK-12 and post-secondary educational institutions; MinnState staff and MinnState institutions; distance learning and life-long learning; for-profit and not-for-profit sectors; University-related regional, state, national and international organizations; and granting agencies, federal/state relationships, and foundations.

11. Models community and professional involvement through: MinnState and other relevant committees; community engagement; personal research and scholarship.

12. Works with the President and with the chief academic officer of our aligned institution, NTC, to enhance the relationship between the two institutions and our faculty, staff and students.

13. Advises the President on all academic matters and serves as the Chief Executive Officer in her absence.

MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Earned doctorate from accredited institution.
- A record of progressively responsible experience in higher education, including administration of budgets, personnel, and effective management of professional staff and collaboration with faculty (at level of dean or higher, or related experiences), and faculty or student affairs experience of related depth and breadth.
- Demonstrated commitment to a diverse, inclusive, and equity-minded environment for students, faculty, staff, and the broader university community.
- Demonstrated ability to develop effective relationships across the university, both within Academic Affairs and with other divisions (e.g., Finance & Administration, Student Affairs, Enrollment Management, Information Technology, Student Success, Advancement, and Athletics), to achieve strategic priorities.
- Knowledge of emerging trends, challenges and opportunities, current standards, and effective practices in higher education and university operations, at the international, national, and state/system levels.
- Knowledge of current and emerging student populations, changing demographics, and innovative strategies to support student success and closing the equity and achievement gap.
- Demonstrated ability to strategically plan and manage resources (e.g. financial, personnel, facility, technology, etc.), to lead cross functional teams and achieve strategic university priorities in areas including but not limited to the advancement of undergraduate, graduate and international education opportunities.
- Demonstrated ability to lead respectfully, collaboratively and courageously, to find innovative approaches to solve problems and achieve ambitious goals.
• Demonstrated ability to achieve compliance with international, federal, and state regulations and other requirements related to diversity, inclusion and equity endeavors in a comprehensive university (e.g., Title IX, Americans with Disabilities Act, etc.).
• Strong understanding and knowledge of academic affairs issues and strategies; instructional strategies to include online learning; the curriculum development process; and technology and how it impacts teaching and learning.

PREFERRED QUALIFICATIONS:
• Demonstrated ability to cultivate relationships with a broad portfolio of external stakeholders and constituencies throughout the region, state, and world, including U.S. and international higher education institutions, government agencies, and business and non-profit organizations, among others, to achieve strategic priorities.
• Experience working in a public higher education university and state system, and demonstrated ability to effectively lead in a collective bargaining, shared governance environment.
• Demonstrated ability to lead and promote academic innovative and high-quality initiatives and opportunities for faculty and students in areas such as teaching and learning, research and creative endeavors, student success, and leadership and service opportunities.
• Demonstrated ability to communicate articulately and inspirationally.
• Demonstrated ability to lead, support, and achieve results in external fund-raising, including grants, contracts, gifts, and other sources of revenue generation.
• Ability to engage in professional leadership and service, as a senior academic administrator, at the state, regional, national, and international levels to advance strategic directions.
• Demonstrated ability to promote and facilitate faculty and staff professional development and achievements.
• Demonstrated commitment to community service and civic engagement for the entire campus community and regional constituencies while serving as a civically engaged ambassador who is a leader in promotion of the University and its shared fundamental values.
• Documented research and/or scholarship activities.

OTHER CONSIDERATIONS:
• Must be able to lawfully accept employment in the United States at the time of an offer of employment.
• Official transcript(s) must be provided to Human Resources upon hire.
• In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.
• BSU and NTC are tobacco free workplaces (see policy)

APPLY ONLINE:  https://bemidjistate.peopleadmin.com/

A complete application will include the following attachments:
• Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University.
• Resume/Curriculum Vitae.

Inquiries:
Ashleigh Haugen, HR Business Partner
Phone: (218) 755-2084
Email: Ashleigh.Haugen@BemidjiState.edu

If you have general questions about this posting or submitting an application, please contact Teresa Hanson at Teresa.Hanson@BemidjiState.edu.

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

Bemidji State University, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university's Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.

Northwest Technical College, has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

In this Northwoods setting, students, staff and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University and Northwest Technical College have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State and Northwest Tech are both conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and
community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and campus-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu and https://www.ntcmn.edu.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise” at Bemidji 2.0

_Bemidji State University / Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service._