This Position Specification is intended to provide information about Bennett College and the position of Provost/Vice President of Academic Affairs. It is designed to assist qualified individuals in assessing their interest in this position.
BENNETT COLLEGE
JOB DESCRIPTION

Position Title: Provost / VP for Academic and Student Affairs
Department: Academic Affairs
Reports To: President
Status: Exempt
Category: Officials and Managers

THE POSITION

Bennett College seeks a Provost who will be responsible for directing, maintaining and cultivating the academic and student life of the College. The Provost maintains high academic standards through the visionary, effective and efficient administration of the following areas:

- Division of Arts and Sciences
- Division of Professional Studies
- Division of Student Affairs.
- Division of Student Success and Retention
- Honors College
- Early Middle College
- Martin Dixon Intergenerational Center
- Thomas F. Holgate Library

BENNETT COLLEGE

History: Bennett College was born in 1873 out of the vision of 70 young people who wanted to educate themselves and other former slaves so as to better thrive in their new emancipation. The first classes were at elementary level, held in an unfinished church basement. Within five years, the group had purchased the land on which the college now stands and had begun to offer college-level courses—all with the constant and continued support of the Methodist Church. In 1926, the Women’s Home Missionary Society and the church’s Board of Education decided to make Bennett a college for women. Bennett became known as a place that produced young women who exemplified erudition and elegance, and who always stood in service to their communities. Those traditions—a thirst for education, a growth-oriented vision, a spirit of service—continue to be a part of Bennett’s DNA.

Culture: Today, Bennett remains an intimate community of women seeking opportunities to grow intellectually, professionally and socially. Young women from across the country and around the world find their way to Bennett and become part of a community that encourages their academic pursuits and larger life goals. They are supported by a deeply committed faculty and staff, and by their fiercely loyal sisters. In this enriching environment, they discover their strengths through many opportunities for study and research, global travel, campus leadership, civic engagement and community service. Thus, Bennett becomes for them both an oasis and a crucible—and their vision for themselves expands exponentially. They complete their time here well prepared for rewarding lives beyond Bennett’s gates. In the words of Bennett College’s President Rosalind Fuse-Hall, Bennett students are “competent, confident, cultured and committed to social justice.”
Community: Bennett College is nestled in the heart of Greensboro, in North Carolina’s Piedmont Triad. The College’s 55-acre campus is the site of several historically recognized buildings including a Carnegie Negro Library. The College is a member of a consortium of five local universities at which Bennett students can enroll. This gives students the best benefits of a small campus with the opportunities for academic engagement at larger universities.

Greensboro, known for its significant role in sparking the Sit-in Movement during the 60s, is today a burgeoning community that boasts a variety of cultural, historical and social attractions. It is one of the most internationally diverse cities in North Carolina, with over 90 different languages spoken.

THE PROVOST'S ROLE
The Provost serves as Bennett’s chief academic officer with the responsibility for the development, maintenance and administration of the academic life of the College. He or she leads the entire academic community in pursuit of the College’s institutional mission, philosophy, strategic goals and objectives.

The Provost assists and represents the College Administration in articulating and refining an exciting shared vision for the future of the College. The Provost also has responsibility for the day-to-day activities of the academic programs and its outreach initiatives.

The Provost works closely with the faculty and the academic administrative team, developing and maintaining an academic organizational structure that facilitates the achievement of these goals.

Using efficient structures, effective protocols and best practices--and within a framework of shared faculty governance--the Provost oversees:

- Academic strategic planning and curriculum development
- Program development and evaluation, including effectiveness and outcomes assessment
- Faculty recruitment, development and retention, including faculty appointments, promotion and tenure
- Academic budget development and management, including oversight of academic and research grants
- Maintenance of various College and departmental accreditations
- Administration of revenue from granting organizations and other sources in accordance with sound fiscal and budgetary principles and procedures
- Command and maintenance of formal processes for regular personnel, project and program evaluation in keeping with the federal, state and board policies and regulations

As a member of the Senior Leadership Team, the Provost reports directly to the President and operates in keeping with all Board of Trustees policies and procedures. Reporting to the Provost are the Associate Provost and the three Academic Division Deans.
The Provost also serves as the chair of the Academic Council, as an Ex-Officio member of all Academic Standing Committees and, when requested by the President, as an institutional advocate and external liaison to local, state, and national academic agencies, associated educational programs and other entities with which the school must maintain effective relationships.

ESSENTIAL JOB FUNCTIONS and RESPONSIBILITIES

ACADEMIC STRATEGY, INITIATIVES and STANDARDS
- Spearhead and manage academic strategic planning
- Review, advise and make regular reports to the College Administration on academic programming and development
- Incorporate the latest applicable professional pedagogical developments and best practices into the College’s academic operations
- Work with faculty to research and innovate appropriate new degree and academic programs
- Support the liberal arts and professional academic programs
- Engage in and monitor productive program review and curricular assessment
- Ensure and administer institutional academic effectiveness practices
- Ensure that students’ interests and needs are represented in College and divisional policy formulation (advocacy)
- Communicate the vision and programmatic direction of all academic affairs in accordance with the mission of the College

STUDENT AFFAIRS
- Provides leadership and supervision for comprehensive student affairs planning and programming while achieving institutional goals
- Leads the development of strategy, implementation, and operations for all student life programs to ensure an environment that supports a strong commitment to student learning, as well as the personal growth of the College's student body

ENROLLMENT MANAGEMENT
- Supervise the development and implementation of the College’s enrollment management plan.
- Oversee the Office of Enrollment Management
- Works with the Office of Enrollment Management to maximize recruitment efforts.
- Works with members of the Senior Staff as appropriate to coordinate all enrollment management activities
- Direct all enrollment management functions, assess operations, and implement restructuring as necessary to achieve enrollment goals.

LEADERSHIP
- Use team approach in planning and implementing activities and programs to fulfill the College’s mission and strategic goals
- Work to make the environment conducive to achieving College goals.
- Be a strong advocate for the welfare of faculty and students
- Administer all policies and procedures fairly and consistently
- Develop, communicate and implement policies and procedures that foster and maintain institutional effectiveness and are in keeping with College guidelines
• Provide leadership for effective divisional programs and activities
• Maintain close working relationships with other areas through the Senior Staff

GOVERNANCE
• Assume leadership and citizenship roles in the community that both contribute to the common good and provide meaningful input to the College
• Advise and make recommendations to the College Administration on all matters relating to Academic Affairs
• Oversee and/or assign task forces on special assignments as desired by the College Administration
• Make presentations and reports to the Board as required for areas of administrative responsibility
• Serve as an institutional representative on sub-committees of the Board as assigned by the College Administration
• Promote the interest of the College in all formal and informal community contacts, representing the College Administration within and outside the College as assigned

INFORMATION INFRASTRUCTURE
• Communicate significant information regarding College-wide and divisional developments to all segments of the College
• Design and implement an effective communication protocol for informing faculty and staff about most important happenings on campus
• Assure technologically up to date systems to support teaching and learning are available and maintained

FACULTY DEVELOPMENT
• Conduct a consistent and fair professional performance evaluation for personnel within the area in keeping with College Human Resources Guidelines
• Oversee faculty development and the tenure and promotion process
• Maintain faculty trust and support by engaging in consultative activities and shared governance
• Meet twice per semester with the Faculty Senate according to their By-Laws; attend monthly faculty meetings

RESOURCE ALLOCATION
• Manage academic budgeting
• Provide for the fair and equitable distribution of resources within the area and across the College
• Assist in securing resources required to meet the needs and fulfill the strategic goals of the area

GLOBALIZATION
• Increase global acumen among faculty, staff and students
• Promote global and “glocal” perspectives throughout the college community.
• Support the effort to internationalize the campus through student exchange programs, invitation of international scholars, and language and other internationally focused courses

INCLUSION AND DIVERSITY
• Vocally and responsibly advocate for diversity and inclusion
• Comply with and support the College’s current diversity, inclusion and non-discrimination policies

PERSONAL QUALITIES:

Bennett’s Provost has a clear and defined vision for the College’s academic life. He or she understands that this is an academic community—with equal emphasis on both words. In leading the College to higher academic achievements, he or she has an eye for the overall wellbeing of this tight-knit academic family—students, faculty, and the broader community.

The ideal Provost will:
• Have a passion for Bennett’s programs and people. Be a strong advocate for faculty and students as well as a loyal colleague of the President and the administration
• Encourage academic performance at the highest possible level—promoting creativity in pedagogy, research, and other academic expressions of faculty, and fostering the intellectual curiosity of students
• Practice a collaborative management style that fosters teamwork and cooperation across areas and divisions of the College, while being able to effectively delegate authority, responsibility, and accountability
• Value Bennett as a small community—and one of significant talents. The Provost will see the position as an opportunity to encourage collaboration across disciplines and programs, between faculty and students, and with entities outside of Bennett’s immediate campus
• Respect the unique and important gifts of the faculty, staff and students
• Understand and advocate for the value of historically Black colleges, institutions that focus on women’s education, and liberal arts education. Champion the role this singular type of education environment plays in preparing students to enter a technologically advanced society
• Value appropriate transparency and communicate effectively within and among groups, thereby promoting mutual collegiality and collaboration
• Model a code of integrity and ethics
• Make decisions based on truth, fairness and the higher good of all involved—choosing options that will serve Bennett College in the short term and in the long run

EDUCATION AND EXPERIENCE QUALIFICATIONS

Bennett College’s Provost will have the following education and professional experience:
• Earned doctorate from an accredited institution of higher education
• Minimum of five years in academic higher-education administration, including administrative experience as a Department Chair, Associate Dean, Academic Dean, or higher
• Qualification to hold the rank of a tenured professor
• Experience in assessment, program review, and accreditation
• Strong record of teaching, research, and grantsmanship at the college or university level
• Management experience that required collaboration with others, team management, and delegation
CANDIDACY PROCEDURE
Nominations and applications are invited for this position. Review of applications will begin immediately and will continue until an appointment is announced. Complete applicant packets should include the following:

- Cover letter
- Curriculum vita
- Five (5) references (include contact information)
- Official transcripts (unofficial accepted with application) from all colleges and universities
- Staff Employment Application at www.bennett.edu
  - Click on “Quick Links” (located at the top of the home page)
  - Click on “Employment Opportunities”

ONLY COMPLETE APPLICANT PACKETS ARE ACCEPTED VIA EMAIL AT HR@BENNETT.EDU

Non-Discrimination Policy
Bennett College prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, the College policy includes prohibition of harassment of students and employees (i.e. racial harassment, sexual harassment, and retaliation for filing complaints of discrimination).

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, Bennett College will make reasonable adjustments in its policies and practices to ensure equal opportunity and access for qualified students, employees, and members of the public to applicable programs, services, activities and facilities.