

Inviting Applications and Nominations
for the Position of

Provost and Vice President for Academic Affairs



St. Joseph's
College
NEW YORK



Ready. Set. Joe'sSM

BROOKLYN • LONG ISLAND • ONLINE

St. Joseph's College,
New York

The Search for Provost and Vice President for Academic Affairs

St. Joseph's College, New York, invites nominations and applications for the position of Provost and Vice President for Academic Affairs (Provost/VPAA). Reporting to President Donald R. Boomgaarden, Ph.D., the Provost/VPAA advances the academic priorities set forth in the College's Strategic Plan and strengthens an academic and value-oriented educational program dedicated to transforming students and preparing them for lives of integrity, intellectual and spiritual values, social responsibility and service. It is expected that the successful appointee will begin duties July 1, 2019.



Strong Tradition, Bright Future

With distinct campuses in Brooklyn, Long Island and Online, St. Joseph's for over a century has been dedicated to providing a diverse population of students in the New York metropolitan area with an affordable education rooted in the liberal arts tradition. Independent and coeducational, the College provides a strong academic education at the undergraduate and graduate levels, while aiming to prepare each student to carry on lives worthy of the College's motto: *Esse non videri* – "To be, not to seem." Through SJC Brooklyn, SJC Long Island and SJC Online, the College offers more than 50 majors, special course offerings and certificates, and affiliated and pre-professional programs.

Founded in Clinton Hill, Brooklyn, in 1916 by the Congregation of the Sisters of St. Joseph in response to the need of a day college for young women, St. Joseph's originally was called St. Joseph's College for Women. After humble beginnings – St. Joseph's enrollment was 12 in one small building its first year – the College counts more than 40,000 alumni and typically graduates more than 1,300 students each year.

Sisters from the congregation have served as faculty and in key leadership roles – including president – throughout the College's history. Their contributions continue to serve as the embodiment of St. Joseph's Mission and core values.

St. Joseph's remains dedicated to maintaining low costs while upholding a strict standard of excellence. The College understands the needs of 21st century students and delivers undergraduate and graduate programs that ready them for their personal and professional aspirations. While staying true to its traditional values and offering students an award-winning education, the College continues to add new areas of study to its curriculum.

The more than 5,000 men and women who comprise St. Joseph's diverse student body come from communities across New York, the nation and the world. The College welcomes students of all backgrounds and ages, including international students and those with military experience.

SJC Military and Veteran Affairs

With a dedicated Office of Military and Veteran Services and Veterans Resource Center and Lounge, St. Joseph's provides veterans and military students with unique and innovative programs, and resources necessary for academic success. Our Military and Veteran Career Development initiative delivers individualized attention and veteran-centric resources to help military personnel have positive job search experiences. St. Joseph's is a proud participant in the Post-9/11 GI Bill Yellow Ribbon Program and offers special tuition rates for service members.

MISSION

The mission of St. Joseph's College is to provide a strong academic and value-oriented education at the undergraduate and graduate levels, rooted in a liberal arts tradition that supports provision for career preparation and enhancement.

The College prepares each student for a life characterized by integrity, intellectual and spiritual values, social responsibility and service; a life that is worthy of our motto:

Esse non videri – "To be, not to seem."



ACCOLADES

For 17 consecutive years, U.S. News & World Report has recognized St. Joseph's College as an outstanding college in the region, placing it in the top tier of its 2018-2019 rankings of Best Colleges in the North. The College's strong freshman retention rate and continuing dedication to highly personalized instruction has helped secure the institution's top tier placement. St. Joseph's has also been recognized by such publications as Military Advanced Education and Military Times for its commitment to providing opportunities to America's veterans and active military. Washington Monthly consistently lists the College as one of its "Best Bang for the Buck" higher education institutions in the North. St. Joseph's was also named to Forbes' list of America's Top Colleges.

SJC FAST FACTS

TUITION

\$27,230, as compared to the national average for private nonprofit four-year institutions of \$35,830

CAMPUSES

SJC Enrollment: 5,294 (Fall 2018)

Full-Time Faculty: 160

Part-Time Faculty: 468

BROOKLYN



Enrollment

Undergraduate: 943

Graduate: 236

Percentage of minority students: 63%

Percentage of undergraduate students receiving financial aid: 90%

LONG ISLAND



Enrollment

Undergraduate: 3,148

Graduate: 967

Percentage of minority students: 21%

Percentage of undergraduate students who receive financial aid: 88%

ONLINE



Enrollment

Undergraduate: 234

Graduate: 243

STUDENT-TO-FACULTY

SJC BROOKLYN: 11:1

SJC LONG ISLAND: 14:1

ACADEMICS

St. Joseph's College offers more than 50 undergraduate majors and pre-professional and certificate programs.

ATHLETICS

SJC BROOKLYN

14 intercollegiate athletic teams competing in the NCAA

SJC LONG ISLAND

20 intercollegiate athletic teams competing in the NCAA

Enrollment

Enrollment across St. Joseph's three campuses, which stands at 5,294 — 4,091 undergraduates and 1,203 graduate students — as of the fall 2018 semester, continues to steadily increase.

Campuses

SJC Brooklyn

Located at the center of one of the nation's most diverse academic and cultural cities, SJC Brooklyn offers easy access to transit lines and brings students from every part of the New York metropolitan area to the College each day. The Barclays Center, the Brooklyn Academy of Music, the Brooklyn Public Library and the Brooklyn Museum are minutes away from the campus, which is housed in nine buildings and across three blocks in the picturesque and historic Clinton Hill neighborhood. The campus includes The Hill Center, featuring NCAA-regulation basketball and volleyball courts. Manhattan is just over the Brooklyn Bridge, giving students quick and easy access to such world-renowned institutions as the Metropolitan Museum of Art, the New York Public Library, Madison Square Garden, Carnegie Hall and Lincoln Center.

SJC Long Island

Located in Patchogue, New York, SJC Long Island is situated on a 30-acre lakeside property on the South Shore of eastern Long Island. Just a short distance away from the Great South Bay, Long Island MacArthur Airport, Brookhaven National Laboratory, Orient Point and many of Long Island's ocean beaches, SJC Long Island provides an ideal setting for studying, socializing and partaking in extracurricular activities. Campus facilities include six buildings and the state-of-the-art 24.8-acre Outdoor Field Complex, which is about one mile east of the main campus.

SJC Online

SJC Online provides an opportunity for all students — from newly graduated high school students to adult learners — to further their academic, personal and professional education goals, while taking advantage of St. Joseph's resources, discounted tuition rate and generous transfer credit system. With degree programs in business, criminal justice, general studies, health administration, human services and more, our online programs are in high demand and focus on emerging fields that allow for continuous professional and personal advancement in a global society.

Course Offerings

SJC offers a practical, hands-on liberal arts education. Guided by its core curriculum, students are challenged to “reflect and engage” with the ideas and assumptions that affect community and the world. Students at SJC receive a well-rounded, active and value-oriented education, enriched by community service projects, internships and close faculty interaction. The College also is dedicated to providing affordable tuition and housing opportunities, generous scholarships and unique services designed to benefit students.

St. Joseph's offers baccalaureate degrees in 40 majors, as well as a variety of special course offerings, advanced certificates and pre-professional programs.

With high-quality, high-demand graduate offerings at all three campuses, St. Joseph's programs are designed for traditional students and working adults who need to balance undergraduate and graduate school with full-time employment and family responsibilities. With accelerated night and weekend classes, students can earn a degree quickly, without sacrificing the face-to-face interaction of classroom instruction.

St. Joseph's 18 graduate degree majors include Adult-Gerontology Primary Care Nurse Practitioner, Childhood or Adolescent Special Education with an annotation in Severe and Multiple Disabilities, Infant and Toddler Early Childhood Special Education, Literacy and Cognition, Mathematics Education and a dual M.A. in Literacy and Cognition/Special Education with an annotation in Severe and Multiple Disabilities. Other degrees include Human Services Leadership, M.S. in Forensic Computing, M.S. in Nursing and M.S. in Management with concentrations in Organizational Management, Health Care Management and Human Resources Management. The College offers M.B.A. degrees in Accounting, Health Care Management and Health Care Management with a concentration in Health Information Systems, as well as an online Executive M.B.A. program. SJC Brooklyn also offers an M.F.A. in Creative Writing. There are also three advanced graduate certificates in Human Services Leadership, Human Resources and Health Care Management.

Additionally, St. Joseph's offers eight unique dual-degree programs, which allow students to earn bachelor's and master's degrees in condensed periods of time at an affordable rate.

DEGREES OFFERED

Undergraduate

Bachelor of Arts

Bachelor of Science

Graduate Degrees

Master of Arts

Master of Fine Arts

Master of Business Administration

Master of Science

Dual Degrees

Bachelor of Arts (Chemistry, English, Math, History or Spanish) with a Master's Degree in Special Education with an Annotation in Severe and Multiple Disabilities

Bachelor of Science in Accounting and Master of Business Administration in Accounting

Bachelor of Science in Health Administration and Master Of Business Administration in Health Care Management

Bachelor of Science in Organizational Management and Master of Business Administration

Bachelor of Science in Organizational Management and Master of Science in Management with a Concentration in Human Resources Management

Bachelor of Science in Human Services and Master of Science in Human Services Leadership

Bachelor of Arts in Psychology and Executive Master of Business Administration



Faculty

Students choose St. Joseph's for its small, hands-on classes, meaningful faculty interaction, vibrant student life, commitment to leadership and compassionate service to others. With an average of 13:1 student-to-faculty ratio, the College's faculty are mentors, valued advisers and leaders within their own specialties who bring today's issues and future trends into the classroom. None of our classes are taught by graduate assistants.

Experiential Learning

Outside of the classroom, St. Joseph's facilitates internship opportunities that introduce students to the workforce and provide the hands-on, real-world experience needed to succeed. St. Joseph's students have interned in politicians' offices, at such top companies as Google, NASA, Major League Baseball, the Brooklyn Navy Yard, Viacom/MTV and at leading accounting firms, including Grant Thornton LLP. The College also provides its students with the opportunity to explore the world via its study abroad program and personally enriching service projects, including alternative spring break programs across the globe - from the storm-damaged Jersey Shore to Colorado to El Salvador.

Study Abroad Opportunities

Since 2002, St. Joseph's College's Office of Global Studies has provided a global learning experience. Our long- and short-term programs take students beyond the classroom, exposing them to other cultures and ways of life. Global Studies destinations have included Ireland, Costa Rica, Nicaragua, France, England, Poland and Romania.

Athletics

Our NCAA Division III student-athletes earn high marks in the classroom, while scoring high accolades on the field and court. While SJC Long Island student-athletes achieved a cumulative 3.4 grade point average during the 2017-18 academic year, SJC Brooklyn's student-athletes earned a cumulative 3.2 GPA. A clear indicator of the growth and success of the athletic program has been SJC Long Island's propensity to win the Skyline Conference President's Cup. The annual award honors the cumulative success of a college's athletics teams. Since it was implemented in 2007-08, SJC Long Island has won the award six times. St. Joseph's teams have competed in more than 70 national championship tournaments. The majority of this success has come in the last two decades.



Leadership Opportunity

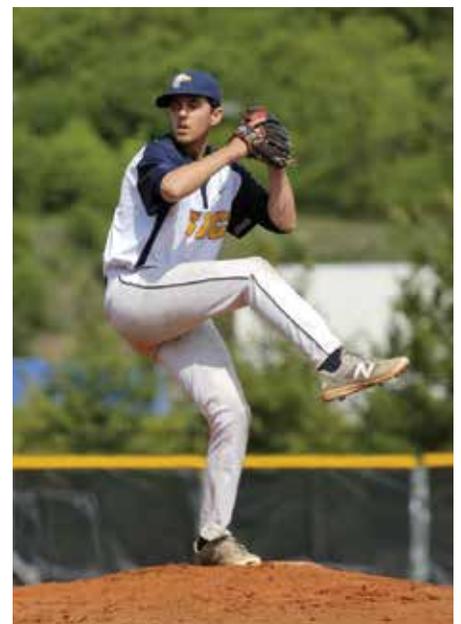
St. Joseph's College (SJC) celebrates its Mission, identity and legacy as an institution rooted in the tradition of the Sisters of St. Joseph as it seeks the next Provost and Vice President for Academic Affairs (Provost/VPAA) of the College. This is a moment of tremendous opportunity. The Provost/VPAA will report directly to a new and innovative President, Donald R. Boomgaarden, Ph.D., and collaborate with him in advancing a Strategic Plan designed to enhance a value-oriented, 21st century education characterized by academic excellence, and student transformation and success. The Provost/VPAA

will be responsible for the further development and integrity of the academic program and work in close collaboration with the Executive Deans, Department Chairpersons and Faculty Standing Committees. The successful candidate will inspire faculty and staff who support a diverse population of more than 5,000 undergraduate and graduate students on three campuses in the New York metropolitan area: Brooklyn, Long Island, and online. The Provost/VPAA will also supervise the Director of the Dillon Child Study Center at SJC Brooklyn.

LEADERSHIP PRIORITIES

The College's Mission and values will be actualized as the new Provost/VPAA executes the following leadership priorities:

- Advance the academic priorities set forth in the Strategic Plan of the College and strengthen its academic and value-oriented educational program dedicated to transforming students and preparing them for lives characterized by integrity, intellectual and spiritual values, social responsibility and service.
- Advance high-quality and relevant undergraduate, graduate and professional academic programs for all students by:
 - Implementing a comprehensive assessment program that complies with the New York State Education Department and the Middle States Commission on Higher Education accreditation requirements.
 - Developing new programs and modalities (i.e.-experiential learning opportunities, student academic support services, etc.).
 - Assessing and implementing standards that increase academic quality, educational opportunities and academic success among all student populations.
 - Strengthen financial stability in the academic budget.
 - Join other College leaders in supporting the tradition of shared governance.
 - Join other College leaders in promoting a culture of philanthropy.
 - Encourage diversity and inclusion by attracting, supporting and welcoming diverse students, faculty, staff, deans and academic administrators.



Responsibilities

- Promote the Mission and educational objectives of St. Joseph's College, while overseeing and manage the quality, integrity and coherence of all academic programs.
- Serve collaboratively as chief academic officer on the President's Cabinet, advise the President on all matters pertaining to academic affairs, assist the President in his work with the Board of Trustees, serve as liaison to the Academic Affairs Committee and represent the President (and serve as his spokesperson) during the President's absences from campus.
- Recruit and support a strong, diverse and student-centered faculty capable of enhancing the academic curriculum and committed to ensuring students receive a transformational experience that prepares them for meaningful and successful lives.
- Oversee, prepare, administer and manage the academic and instructional budget (including academic computing, registrar, etc.) and use of academic facilities (i.e. libraries, academic computing labs, etc.) through prudent management, securing new grant and revenue sources, establishing corporate and business partnerships, fundraising, etc.
- Lead accreditation and quality-assurance processes and all related communication and reporting requirements.
- Review academic and academic-related curricula, and implement priorities and goals to ensure institutional standards for quality and academic integrity are satisfied and necessary support services for academic matters are provided.
- Coordinate College-wide academic policies including faculty hiring, retention and promotion and such other duties as specified in the Faculty Handbook.
- Empower, inspire and communicate regularly with the Executive Deans, Associate and Assistant Deans, Department Chairs, and Faculty Standing Committees to fulfill their responsibilities and promote academic excellence, retention, exceptional teaching, scholarship, research, and student learning, service and success.
- Effective collaboration with the Vice President of Student Life to support integrated and experiential student learning, the Vice Presidents of Enrollment Management to foster recruitment and retention, and the Vice President of Institutional Advancement to secure necessary resources to support and promote academic programs.
- Oversee, collaboratively establish goals, and evaluate the Director of the Dillon Child Study Center.
- Perform other duties and responsibilities as directed by President Boomgaarden.



Leadership Attributes & Qualifications

The Provost/VPAA will be an experienced, forward-thinking academic scholar with a strong commitment to the Liberal Arts, an earned doctorate with a record of excellence in scholarship and teaching, and a devotion to student success.

The Provost/VPAA also will be:

- **Mission-Driven** Enlivened by the College Mission and an understanding of the charism of the Sisters of St. Joseph, the Provost will make decisions to advance the Mission, values and student-centered culture of the College.
- **A Proven Higher Education Thought-Leader** With an understanding of 21st Century higher education issues and a proven record of successfully overseeing and implementing undergraduate, graduate and professional programs, both on ground and online, and effective use of educational technologies; the Provost/VPAA will be capable of successfully partnering with President Boomgaarden to enhance visibility of the College locally, regionally and nationally.
- **An Advocate for the Academic Program** The Provost/VPAA will be an advocate for the academic program with proven ability to foster progressive scholarly activity, exercise creative/innovative problem-solving, and attract, support, professionally develop, and retain high quality faculty, deans and administrators. The Provost/VPAA also will be capable of cultivating excellence in teaching, research, scholarship and experiential learning to serve all students (i.e.-traditional, non-traditional, undergraduate, first-generation, online, transfer, graduate and professional).
- **Student-Centered and Committed to Student Success** With a genuine concern for students, the Provost/VPAA will be a champion of SJC's student-centered culture. The Provost/VPAA also will be devoted to teaching excellence and committed to academic programs that are learner-centered and capable of promoting the success and transformation of individual students.
- **An Inspiring and Collaborative Leader with a Unifying Vision** The Provost/VPAA will have a collaborative leadership style and a demonstrated ability to work well with other College leaders, deans, faculty, directors, administrators and staff, and inspire them around a relevant and unified academic vision designed to address students' changing needs and enhance student success, strengthen academic/academic-related programs, support enrollment, and boost SJC's reputation and visibility.
- **An Accomplished Academic Administrator** The Provost/VPAA will be a: multi-tasker with an excellent record of transparent, open-minded, data-informed and accountable academic administrative leadership at significant levels (i.e.-departmental, institutional, etc.) that includes recruiting outstanding faculty; successful oversight of deans, directors and administrators; assessing academic programs; evaluating new technologies to facilitate teaching, learning and research; and overseeing accreditation processes, assessment and outcomes management. The Provost/VPAA will have the ability to work with and effectively manage direct reports by inspiring best efforts, encouraging mutual respect through transparency, mediating differences and building upon a sense of community.
- **Financial Competence** The Provost/VPAA will have the financial acumen and ability necessary to successfully oversee an academic budget comparable in size and complexity to that of SJC. To promote St. Joseph's financial strengths, the provost will be action-orientated, forward thinking, fiscally responsible, capable of allocating finite resources among competing needs, creative in considering alternate revenue sources, and a courageous decision-maker.
- **A Strategic Thinker and Planner** The Provost/VPAA will be an action-orientated and innovative strategic thinker and planner who is capable of advancing the academic priorities set forth in the Strategic Plan of the College and its various subcommittee outlines and reports.
- **A Transparent Communicator** An open, effective and transparent communicator who listens carefully, writes well, and speaks with clarity and inspiration, the Provost/VPAA will have a confident public presence and project a professional image.
- **An Experienced Fund-Raiser** A leader who can demonstrate the ability to partner effectively with Advancement and secure necessary resources to support the academic goals of the College (i.e.-institutional grants, business & community partnership, on-going alumni events, alumni engagement, fundraising activities, etc.).
- **An Advocate for Diversity and Inclusion** The Provost/VPAA will exhibit inter-cultural competence and an ability to work effectively with different groups of people and demonstrate a commitment to strengthening diversity and inclusion at SJC.
- **An Approachable and Ethical Leader with a Strong Work Ethic** An approachable, humble, positive, and flexible "people-person" with a sense of humor, emotional intelligence, and an uncompromising work ethic who personifies SJC's values and is committed to fairness, integrity, and the highest level of ethical principles.

The Application Process

To assure full consideration, applications should be received prior to Jan. 19, 2019, and include a letter of interest, curriculum vitae, and five professional references with email addresses and telephone numbers. References will not be contacted without prior authorization from the applicant. All applications and nominations will be considered highly confidential. Salary is commensurate with qualifications.

**Application materials should be submitted electronically (MS Word or PDF format) to:
sjcnypovost@agbsearch.com**

**The SJC Provost/VPAA search will be assisted by
Shannon McCambridge, J.D., LL.M, Executive Search Consultant, AGB Search;
shannon.mccambridge@agbsearch.com; (206) 310-7560.**
Please direct nominations and inquiries to Ms. McCambridge.

St. Joseph's College is an Equal Opportunity Employer - M/F/D/V

ST. JOSEPH'S VALUES

Integrity • Spiritual Values • Intellect • Social Responsibility • Service

