

Provost Search Profile

Shepherd University

Shepherd University invites nominations and applications for the position of Provost. The search committee will begin immediate review of applications, and will continue until the position is filled. The new Provost will assume office in Fall 2018.

UNIVERSITY PROFILE. Shepherd University is a public liberal arts university with an enrollment of 3436 undergraduate and 343 graduate students. As one of only 30 institutional members of the Council of Public Liberal Arts Colleges (COPLAC), the University provides a student to faculty ratio of 15:1 in a broad range of subjects where interdisciplinary study and experiential learning are encouraged. Academic offerings include 75 undergraduate programs, six graduate degree programs and four graduate level certificates that ensure successful outcomes for proficiency in writing, critical thinking and collaboration – the essential skills for personal and professional success in the 21st century. Shepherd is fully accredited by the Higher Learning Commission, with additional program accreditations in art, business, education, music, social work, recreation science and biochemistry. The University has five major academic units organized into colleges: Natural Sciences and Mathematics, Arts and Humanities, Business, Social and Behavioral Sciences, and Education and Professional Studies. The Division of Graduate Studies and Continuing Education offerings include: Master of Arts in Curriculum and Instruction; Teaching; College Student Development and Administration; Master of Business Administration; Master of Science, Data Analytics and Information Systems; and the Doctor of Nursing Practice. Shepherd has 134 tenured or tenure-track and 210 adjunct faculty who provide close individual student attention and opportunities for integrating classroom learning with leadership activities, service learning, internships and study abroad. Many faculty are also actively engaged in research, with external funding of nearly \$11 million received in the past four years. Shepherd's mission is one of service and dedication to a diverse community of learners. Core values for the entire Shepherd University community include learning, engagement, integrity, accessibility, and community. Some of the unique features of this institution are

- A dynamic Strategic Plan – www.shepherd.edu/university/strategic-plan/ – that builds upon recent achievements and recommends major goals for moving the institution forward;
- Shepherd University has been named a 2017-18 College of Distinction. A letter from Colleges of Distinction founder Wes Creel describes Shepherd as a school that delivers well on four overarching distinctions that are the fundamental elements of an effective undergraduate education, engagement, teaching, community, and outcomes;
- Cutting-edge science and professional degree programs, including Environmental Studies, Nursing, and graduate programs in Education and Business;
- Expanding student enrollments such as adult learners and international students;
- Tuition and fees among the lowest in the nation, with a supportive, independent Board of Governors committed to maintaining this position by effectively managing costs while seeking new sources of funding (current endowment \$26.5 million);

- Extensive co-curricular opportunities through the collaboration of Academic Affairs and Student Affairs;
- Outstanding new additions to campus facilities, including a \$21.6 million Wellness Center and the Center for Contemporary Arts, with 26,000 square feet that provide new performance space for the University's theater program and its nationally acclaimed Contemporary American Theater Festival housed at Shepherd each summer. Also included are generous spaces for sculpture, set and costume design, as well as cutting-edge digital design studios and an art gallery. Additionally, Shepherd has recently completed and opened a new and spacious residence hall, Potomac Place;
- Extensive outdoor and indoor facilities for Shepherd's highly competitive Division II range of sports, including football, baseball, softball, women's volleyball and lacrosse, men's and women's basketball, soccer and tennis, and men's golf;
- Center for academic, cultural and economic opportunity for the region (\$371.7 million in economic activity generated by Shepherd University for the state of West Virginia);
- Named to the President's Higher Education Community Service Honor Roll for the past nine years; and
- For many years in a row, cited by The Princeton Review as one of the "Best Colleges and Universities in the Southeast."

COMMUNITY PROFILE. The Shepherd University campus is located on 323 acres in Shepherdstown, West Virginia. The town is a popular destination for visitors and retirees from Washington, D.C. and Baltimore, Maryland. Both cities are located just 70 miles from Shepherdstown. This exceptional geographic location provides students with outstanding resources for internship and employment opportunities, as well as nearby historic sites (five national parks are within 50 miles of campus) and outdoor recreation along the Potomac River and in the mountains of West Virginia and Maryland. The campus community of 639 dedicated staff and faculty are committed to building an exceptional institution of higher education for the future. This collegial, close-knit community is proud of its students and of its efforts to support Shepherd's educational mission. Within an environment that supports new ideas and active collaboration, the community is focused on becoming "a premier liberal arts university where passion, purpose, and experience unite to inspire individuals to shape the world."

PROVOST POSITION AND AGENDA. Capturing this enthusiasm and momentum will be an important part of future progress for Academic Affairs. The Provost will join a president and executive leadership team dedicated to continue making Shepherd University an outstanding institution responsive to today's educational needs. Those reporting to the Provost include the deans or directors of the five academic units, the graduate and continuing education program, the Scarborough Library, the Center for Teaching and Learning, and program directors in institutional research, teacher education, the Regents Bachelor of Arts, Martinsburg Center, international initiatives, study abroad, civil war center, and honors program. The Provost will work closely with these individuals, and with the entire Shepherd community, in providing collaborative academic leadership to address the following: Program Development: The University's strategic plan outlines several priorities, including student recruitment and success in preparing students to be model global citizens and the next generation of innovative

leaders. The Provost will work to develop and expand programs, while enhancing academic standards and the student profile at all levels. Future programming may include distance learning, the expansion of field opportunities, service learning and co-curricular programming. There will also be a review and possible expansion for Title IX programs. Provost leadership and support for innovative programming and technology will assist Shepherd with strategic positioning for the future. Academic Affairs Infrastructure: Shepherd University is in a period of transition at this time, with recruitment opportunities for new populations of students, and the addition of academic programs and faculty. This potential overall expansion, along with additional federal and state compliance issues and expanding external relations responsibilities, has created increasing demands on Academic Affairs and the Provost position. A review of the current academic affairs organization and staffing structure, as well as policies and procedures more consistent with a public, liberal arts institution with state funding challenges, may be necessary to address these demands. Resource Management: As with all institutions of higher education today, Shepherd must manage resources wisely by controlling costs and developing new sources of revenue. Shepherd's operating budget is \$57.5 million, with approximately 15% of the operating budget coming from state appropriations, along with an endowment of \$26.5 million. The University completed its first comprehensive campaign in 2012, which resulted in \$25 million in contributions (exceeding its \$20 million goal). The Provost will also provide leadership in prioritizing allocations for Academic Affairs, keeping in mind the University's strategic goals, and working creatively with faculty and deans to encourage grants and other sources of funds for new and expanding programs. Faculty and Staff Development: The Provost will ensure the continuous development of faculty and staff, as well as recognition for their achievements. Innovation will be encouraged at all levels. The Provost will facilitate the faculty's work in curricular updating and collaboration across disciplines, addressing improvements in syllabi and in assurance of learning outcomes, as well as effective student advising. Accommodating technology for 21st century learning and research and encouraging active faculty participation in national and international academic settings will also be priorities for the new Provost. Internationalizing the Institution: In order to become a more active member of the global educational community, Shepherd University is adapting its curriculum, increasing study and work abroad programs, and encouraging a broader enrollment of international students. The Provost will facilitate expansion of these efforts by leveraging the University's strategic location in this small, cosmopolitan community near the large mid-Atlantic metropolitan corridor. A safe, secure environment for international students, coupled with the nearby expertise of active, internationally-engaged human and financial resources, make Shepherd University a logical place for successful global initiatives.

PREFERRED QUALIFICATIONS. The successful candidate will possess a terminal degree in a discipline offered by Shepherd University, an outstanding record of teaching and scholarship equivalent to the rank of tenured full professor, and an excellent record of achievement as an administrator. In addition, the new Provost will be (in no priority order):

- Knowledgeable regarding the future of higher education and the ability to position Shepherd University to its best advantage;
- A creative, flexible, entrepreneurial thinker, who encourages these qualities in others;
- Well-equipped to deal with federal and state guidelines and requirements and accreditation expectations;

- Resourceful and capable in strategically managing budgets;
- An active listener who acknowledges human dignity and encourages mutual respect through open communication;
- An inclusive and collaborative manager, avoiding a formulaic approach to decision-making;
- Well-grounded in graduate education, with experience in developing and implementing new programs;
- Genuinely concerned for students and attentive to student-centered decisions;
- Able to foster cooperation and collaboration throughout the institution through developing and sustaining positive working relationships with colleagues at all levels of the University; and
- An effective communicator who can build outreach to external communities and position Shepherd University both nationally and internationally.

APPLICATION PROCEDURES. Review of applications will begin immediately and candidate materials received by December 1, 2017 will be assured of full consideration. Applications should include a letter of interest, a curriculum vitae, and five names of professional references with e-mail addresses and telephone numbers. To apply, go to <https://jobs.shepherd.edu>. Confidential inquiries, nominations and expressions of interest should be sent electronically (in MS Word format) to mdewalt@shepherd.edu.

Please visit Shepherd University's website at www.shepherd.edu for more information.

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