



Position Announcement

Provost, Chief Academic Officer

THE OPPORTUNITY

Houghton College is a nationally ranked Christian college of the liberal arts and sciences and the best-priced Christian college in the nation. With an enrollment of nearly 1,000 students, Houghton has equipped graduates for lifelong success since 1883 through customizable programs offered in Western New York—Houghton, Buffalo, and online. The College offers more than 50 undergraduate in-person and online programs, including Equestrian Management, Data Science, Engineering and Christian Ministries, as well as graduate programs in business, education and music.

QUALIFICATIONS

- Personal Christian faith that informs and animates both one's professional and personal life, illustrated by active membership and engagement in a local congregation.
- Respect for the doctrines and practices and theological positions of The Wesleyan Church, and commitment to working in harmony with and being supportive of them.
- Commitment and ability to articulate a Christian liberal arts philosophy of education for the 21st century.
- Commitment to supporting and maintaining a college culture and climate that is welcoming and inclusive for students, faculty, and staff from diverse racial/ethnic and cultural backgrounds.
- Demonstrated leadership experience in an academic setting and the capacity to provide that leadership in the context of a Christian liberal arts college.
- Demonstrated ability to work with others as part of a leadership team.
- Demonstrated skills in effective organizational and interpersonal communication.
- Demonstrated skills in managing budgets and using data to inform decisions.
- Earned doctorate or equivalent terminal credentials.
- Membership in, or willingness to join, the College's sponsoring denomination—The Wesleyan Church.

JOB RESPONSIBILITIES

- Lead and develop the academic program of the College, including the integration of co-curricular with curricular elements.
- Serve as the institution's chief academic officer and provide leadership with respect to their intellectual, professional, and spiritual development.
- Work to ensure the overall quality of student academic experiences.
- Promote the spiritual formation of students in partnership with the President, Dean of the Chapel, the Department of Religion and Global Service, and the Chief Student Life Officer.
- Manage academic decision making and academic resource allocation in the context of institutional priorities and ongoing assessment.
- Collaborate with the faculty's elected leadership to set faculty meeting agendas and guide deliberation.
- Direct faculty recruitment, evaluation, and development.
- Mediate unresolved issues pertaining to academic integrity among students and faculty.
- Provide oversight and leadership for a portfolio which includes an Associate Provost, the Registrar, Director of Honors, Houghton College Buffalo, Houghton College Online, Center for Data Science & Analytics, Center for Student Success, Library, Off-Campus Studies, and the Center for Faith & Justice, Global Engagement.
- Chair the Academic Council and the Rank and Tenure Committees.
- Serve as senior leader assigned to support the Board of Trustees' Academic Affairs Committee.
- Represent Houghton in the larger world of higher education both inside and outside of the Christian community.

APPLICATION PROCESS

Applicants, potential applicants, and nominators may direct questions to the Office of the President at Houghton College at (585) 567-9310. Individuals interested in the Provost and Chief Academic Officer position should review the missional statements (www.houghton.edu/employment) and submit a letter of interest and full curriculum vitae electronically to the Office of the President at: provostsearch@houghton.edu. We will not contact any references without prior approval. Nominators may submit names and contact information via email to: provostsearch@houghton.edu. Applications will be reviewed as they are submitted until the position is filled.

Houghton College is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments. Houghton College is a Christian college of the liberal arts and sciences, sponsored by The Wesleyan Church. Houghton asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith and Community Responsibilities of the College.

The College complies with all federal, state, and local non-discrimination in employment laws and encourages the application of females and under-represented populations.