



## *Position Announcement*

### *Provost, Chief Academic Officer*

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#### ***THE OPPORTUNITY***

Houghton University is a nationally ranked Christian college of the liberal arts and sciences and one of the best values in Christian higher education 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. The University offers more than 50 undergraduate programs, including pre-med, equestrian management, music, computer science, education, and Bible & theology, as well as graduate programs in business, education and music.

#### ***QUALIFICATIONS***

- A mature and demonstrable Christian faith that informs and animates both one's professional and personal life, illustrated by active membership and engagement in a local congregation in the Wesleyan Holiness tradition. Active membership in The Wesleyan Church or a commitment to joining The Wesleyan Church is preferred.
- Is in *Full Agreement* with the Summary of Doctrine of The Wesleyan Church, the Wesleyan Lifestyle Commitments, and The Wesleyan Church's Doctrine.
- Commitment and ability to articulate a Christian liberal arts philosophy of education for the 21<sup>st</sup> century.
- Demonstrated leadership and administrative experience in an academic setting and the capacity to provide that leadership in the context of a Christian liberal arts college.
- Earned doctorate or equivalent terminal credentials.
- Teaching and scholarly contributions commensurate with those of a senior faculty member at Christian liberal arts university.
- Demonstrated ability to work with other leaders 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.
- Familiarity with institutional and program level accreditation, Accreditation leadership experience is preferred.
- Familiarity with collegiate athletics and an openness to working collaboratively with a strong and growing athletics department.

#### ***JOB RESPONSIBILITIES***

- Work collaboratively with the President, executive leadership team, faculty, staff, and students to implement the mission and strategic priorities of the University.
- Lead, develop, and refine the academic program of the University.
- Manage academic decision making and academic resource allocation in alignment with institutional priorities and informed by ongoing assessment.
- Work collaboratively with the Center for Student Success to ensure the integration of academic and accessibility supports with academic programs and coursework. Serve as the Dean of the Faculty and provide leadership with respect to their intellectual, professional, and spiritual development.
- Work to ensure the overall quality of student academic experiences.
- Maintain a visible presence on campus, engaging regularly with students.
- Promote the spiritual formation of students in partnership with the Dean of Spiritual Life/Campus Pastor, the Department of Religion, and the Chief Student Life Officer.
- Work collaboratively with the Office of Advancement to establish, grow, and maintain relationships with donors. Work collaboratively with the Vice President for Enrollment and Marketing and the faculty to ensure enrollment growth in undergraduate (first-year and transfer students) and graduate academic programs.
- Collaborate with the faculty's elected leadership to set faculty meeting agendas and guide deliberation. Work collaboratively with the Director of Athletics and Faculty Athletics Representative (FAR).

- Collaborate with elected Student Council leadership, including meeting regularly with the Council's Academic Representative.
- In collaboration with the Office of Human Resources, direct faculty recruitment, evaluation, and development.
- Mediate unresolved issues pertaining to academic integrity among students and faculty.
- Supervise and provide direction for the Office of the Provost, the Registrar, Honors Program, Library, Off-Campus Studies, the Kingdom Initiative, Houghton Online, and Houghton Early College.
- Chair the Academic Council and the Rank and Tenure Committees.
- In collaboration with the President, communicate and work with the Academic Affairs Committee of Houghton's Board of Trustees.
- Represent Houghton in academic and Christian communities.

## ***APPLICATION PROCESS***

Applicants, potential applicants, and nominators may direct questions to the Office of Human Resources at Houghton University at (585) 567-9321. Individuals interested in the Provost and Chief Academic Officer position should review the missional statements ([www.houghton.edu/employment](http://www.houghton.edu/employment)) and submit a letter of interest and full curriculum vitae electronically to the Office of Human Resources at: [provostsearch@houghton.edu](mailto:provostsearch@houghton.edu). Please also submit responses to the following 3 questions:

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship.
3. Are there any areas of Houghton beliefs or practices that you find challenging or problematic? If yes, please explain.

Nominators may submit names and contact information via email to: [provostsearch@houghton.edu](mailto:provostsearch@houghton.edu). Applications will be reviewed as they are submitted and the search will continue until the position is filled.

The anticipated salary range for this position is \$120,000-150,000 per year.

*Houghton College (University) is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The College (University) expects that all faculty and staff will respect the College's (University's) Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.*