



Provost and Vice President for Academic Affairs Position Profile



<https://guttman.cuny.edu>



ACADEMIC SEARCH CONSULTING

<https://www.paulygroup.com/>

Stella and Charles Guttman Community College was CUNY's first new community college in more than forty years. Reimagining what community college could be, Guttman opened its doors in Manhattan in August 2012 to create a research-based, innovative model focused on moving students efficiently toward graduation. Offering associate degree programs in a nurturing environment, the College's three-year graduation rate consistently surpasses the national average, and most graduates transfer to senior colleges. Guttman is federally designated as a Hispanic-serving institution and minority-serving institution with more than 85% of the student population identifying as Latine or Black/African American. The College was named the best community college in America in 2020 and the top community college in New York State for 2020, 2021 and 2022 by Niche.com and other ranking agencies.

Fast Facts:

<p>Enrollment</p> <p>1103 Students</p> <p>Fall 2023</p>		<p>Annual Tuition</p> <p>\$4,800/year NYC/NYS residents</p> <p>\$320 per credit, non-residents</p>
<p>Faculty</p> <p>51 Full time</p> <p>21 Part time</p>		<p>Staff</p> <p>106 Full time</p> <p>62 Part time</p>
<p>Academics</p> <p>7</p> <p>Associates Degrees</p>	<p>Satellite Programs</p> <p>1</p> <p>Henry Street Settlement Cybersecurity Program</p>	<p>Three-year Graduation Rate</p> <p>32%</p> <p>Fall 2019</p>



Mission:

Guttman Community College works alongside our students in advancing our mission to:

Enact inclusive and equitable practices to advance social and racial justice inside and outside our classrooms.

Engage students in supportive communities and guided paths that lead to academic excellence and timely degree completion.

Empower students to make informed choices about their educational and professional journeys.

Vision:

An educational institution that is responsive to its students, adaptive to the economy, relevant to a modern society, and accessible to all.

Values:

Equity, Diversity, Inclusion & Belonging (EDIB)

We welcome, value, and appreciate each individual's authentic self to foster an environment that embraces all identities.

Wellness

We prioritize our welfare to ensure that, while fulfilling our mission, we are not sacrificing our health or well-being nor that of our community.

Excellence

We commit to offering rigorous academic programs and comprehensive services to ensure our students can succeed.

Accountability

We are honest, transparent, and inclusive in practices, decisions, and outcomes to ensure continuous growth.

Relevance

We will continuously evolve our college to remain impactful to our communities and relevant to the economy.





Guttman Community College seeks a dynamic and innovative leader with proven experience to serve as Provost and Vice President for Academic Affairs. The College has an ambitious agenda to expand and develop new academic programs and services to meet the needs of an urban and highly diverse community. Reporting to the President, the Provost is the Chief Academic Officer of the College, and as a member of the President's Strategy and Implementation Team (PSIT), the Provost is involved in all major decisions of the College. Working closely with senior administrators, faculty, staff, and institutional (CUNY) partners, the Provost implements the College's mission of increasing student learning, retention, and graduation.

Serving as a champion for academic innovation, student access and success, the Provost will contribute to the College by addressing several key priorities; providing academic and strategic leadership, direction, and policy formulation of all academic divisions/programs consistent with the College's mission, values and goals. The Provost will work in collaboration with Administration and Faculty to lead the development of academic departments. The Provost will supervise degree programs; instructional support services; academic support services and academic resources; faculty resources; and grants for academic programs. With the assistance of the Dean of Faculty & Academic Affairs and the Dean of Academic Innovation and Career Success, the Provost works closely with chairs, academic departments and faculty to ensure the effective administration of the Offices of Academic Affairs, the Library, the Career Innovation Hub (CIH), and other Academic programs. The Provost works closely with the Vice President for Enrollment Management and Student Affairs to improve the College's graduation and retention rates.

The Provost leads a diverse faculty and plays an instrumental role in faculty development. The Provost is responsible for ensuring that teaching and learning at the College meet the highest academic and accreditation standards, assuring the currency, integrity and quality of academic programs and services, and establishing and maintaining high quality academic programs that attract and retain students. This seasoned administrator supervises the integration of educational technologies for pedagogy in all academic areas and promotes student learning, excellence in teaching, scholarly research, service, and leadership.

Based on listening sessions with various groups at Guttman, additional characteristics of the successful Provost include: an appreciation for a collaborative approach with an interest in understanding of Guttman's history and deep sense of an innovative and unique culture; an advocate for Guttman within the CUNY system as well as a strong advocate for faculty and academic affairs staff within Guttman; a protector of instructional excellence and academic freedom; an engaging communicator who values listening to input from all levels of the institution and is transparent in the decision making process; and an experienced manager of change with the innate ability to bring people along.



Job Description

Some specific responsibilities of the Provost and Vice President for Academic Affairs include, but are not limited to, the following:

- Serving as a member of the President's Cabinet and Strategy and Implementation Team.
 - Directing the development of the curriculum, academic programs and services, transfer agreements, and articulation agreements.
 - Developing, implementing and assessing the Academic Master Plan.
 - Serving as a Pillar Champion for the College Strategic Plan.
 - Maintaining programmatic and institutional accreditation; establishing effective relationships with regional and professional accrediting organizations.
 - Responsible for the coordination of procedures required for accreditation, including compliance with and reporting on Middle States Commission on Higher Education (MSCHE) Standards for Accreditation and external program accreditations.
 - Leading the administration, development and overall effectiveness of academic and workforce development educational programs in close collaboration with the President, administrator colleagues, faculty, and staff.
 - Overseeing the evaluation and tenure-track review process of full-time faculty.
 - Promoting and developing processes that inform student learning and assessment practices.
 - Partnering with college stakeholders to assess and implement student retention strategies.
 - Promoting educational technologies and innovative pedagogy in all academic areas.
 - Collaborating with faculty, staff, and colleagues to develop and focus educational programs, courses, and support services on inclusive excellence for student recruitment, success, completion, workplace readiness, college transfer, and employment.
 - Collaborating with faculty, staff, and administrators to effectively respond to community requests and needs in developing market-driven academic and workforce programs and providing opportunities for program modifications in response to student enrollment or success data.
- Collaborating with the Dean of Academic Innovation and Career Success to ensure the advancement of CIH's pursuit and development of partnerships with local business and industry.
 - Representing the college as Chief Academic Officer at the University's Academic Council Meetings and other CUNY-wide meetings, as appropriate.
 - Serving as a member of various College committees as established in governance, including the College Personnel Committee and College Council.



This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.

Qualifications and Characteristics/Experience of an ideal candidate include:

- a terminal degree in an academic discipline or related area
- 6 to 10 years of demonstrated academic experience and leadership skills needed to foster the academic progress and vitality of the College
- 6 to 10 years of academic administrative experience
- administrative experience working in academic affairs
- a doctoral degree with academic and scholarly achievement sufficient to qualify for appointment as a full professor with tenure
- accomplishments in academic administration, including faculty development, academic program development, strategic planning, budget and management
- a deep understanding of and commitment to the model and mission of the College and the role of public higher education in a dynamic urban environment
- a skillful collaborator with experience working with centralized and unionized systems of public higher education



Application Process

Apply online at www.paulygroup.com and click on "Apply Now" for Guttman Community College, Provost and Vice President for Academic Affairs.

Attach the following four items: A cover letter that addresses the Qualifications and Characteristics/Experience of the ideal candidate on page six of this profile, a current resumé, a list of three professional references' names and contact information, and an Equity Statement of approximately 500 words; for guidelines and a resource for writing the Equity Statement please visit Guttman Community Colleges [Human Resources page](#).

Please direct all confidential inquiries and nominations to the College's search consultant,

Dr. Angela Provart, President
Pauly Group Inc.
3901 Wood Duck Dr. Suite E, Springfield, IL 62711
Phone: 217-241-5400
Email: aprovart@paulygroup.com

The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **Monday, April 29, 2024** receiving priority consideration. All applications are confidential and references will not be contacted without the expressed authorization of the applicant. Salary range is \$170,000-\$195,000.

The City University of New York is an Equal Opportunity/Affirmative Action Employer and complies with all relevant Federal, State, and City regulations. In addition, we strictly follow the principles of [CUNY's Anti-Discrimination Policy](#).

