



SAN JOSÉ STATE UNIVERSITY

San José State University
Provost and Vice President for Academic Affairs Search

Position Profile

San José State University invites nominations and applications for outstanding and innovative individuals to lead the division of Academic Affairs.

The University

San José State University is a major, comprehensive public university located in the center of San José, California—the heart of Silicon Valley. SJSU is the oldest state university in California. Its distinctive character has been forged by its long history, its location and its vision—a blend of the old and the new, the traditional and the innovative. Among its most prized traditions is an uncompromising commitment to offer access to higher education to all persons who meet the criteria for admission, yielding one of the most diverse student bodies in the country. SJSU takes pride in and is firmly committed to teaching and learning, with a faculty that is active in scholarship, research, technological innovation, community service and the arts.

SJSU grants bachelor's and master's degrees in 134 areas of study. Quality teaching and small classes are a priority, where tenured professors teach introductory as well as advanced courses. One of the 200 top research universities in the nation, SJSU offers rigorous course work and research opportunities to more than 30,000 undergraduate and graduate students, with 728 tenure/tenure track faculty and 1,318 staff.

The university is accredited by the Western Association of Schools and Colleges. The academic colleges include Applied Sciences & Arts, Business, Education, Engineering, Humanities & the Arts, Science, and Social Sciences, offering 69 bachelor's degrees with 81 concentrations and 65 master's degrees with 29 concentrations. The university is proud of its award-winning library, a unique joint city-university partnership.

Located at the core of Silicon Valley, SJSU is an exceptional place for hands-on learning, professional development and personal growth. The university occupies 19 blocks in downtown San José with 23 academic buildings and seven residence halls. Located 1.5 miles away on 62 acres is the South Campus, which includes the Spartan Stadium and athletic fields.

Mission and Goals

In collaboration with nearby industries and communities, SJSU faculty and staff are dedicated to achieving the university's mission as a responsive institution of the state of California: To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.

For both undergraduate and graduate students, the university emphasizes the following goals:

- In-depth knowledge of a major field of study.
- Broad understanding of the sciences, social sciences, humanities and the arts.
- Skills in communication and in critical inquiry.
- Multi-cultural and global perspectives gained through intellectual and social exchange with people of diverse economic and ethnic backgrounds.
- Active participation in professional, artistic and ethnic communities.
- Responsible citizenship and an understanding of ethical choices inherent in human development.

The Position

The Provost and Vice President for Academic Affairs is the chief academic officer and senior vice president of the university. The Provost/VPAA supports the implementation of the university's academic mission and provides curricular and administrative leadership in a rapidly changing, multicultural, international and high technology environment. The provost has line responsibility for all academic administrators and provides leadership in the planning, development, assessment, budgeting and oversight of all academic and research initiatives at the university.

Reporting Relationships

The Provost/VPAA reports to the president. Direct reports include the following:

Office of the Provost

Vice Provost, Academic Planning & Budgets

Vice Provost, Academic Administration & Personnel

Colleges

Dean, College of Applied Sciences & Arts

Dean, College of Business

Dean, College of Education

Dean, College of Engineering

Dean, College of Humanities & the Arts

Dean, College of Science

Dean, College of Social Sciences

Dean, University Library

Divisional Units

Associate Vice President, Academic Technology

Associate Vice President, Faculty Affairs

Associate Vice President, Graduate Studies & Research

Associate Vice President, Institutional Research

Associate Vice President, International & Extended Studies

Associate Vice President, Undergraduate Studies

Auxiliary

Chief Operating Officer, SJSU Research Foundation

The Position and Responsibilities

The Provost/VPAA is responsible for the following:

1. **Academic Leadership** – Fosters and develops an inclusive and evolving curricular and pedagogical environment, setting the tone and guidance for all academic programs. Supports an environment for active and integrative learning that helps students achieve academic success and become career professionals, responsible citizens and lifelong learners. Guides the development and assessment of outcomes for academic programs, faculty development, scholarship and teaching in coordination with deans, directors and faculty across the campus in alignment with the SJSU mission and values. Is committed to supporting and enhancing research grant and contract activity. Shares responsibility with the president, vice presidents, deans and others for maintaining WASC accreditation and other discipline-based accreditations at program levels.

Creates and takes advantage of opportunities for collaborative engagement with community organizations, the Silicon Valley business community and other research and educational institutions in the region.

2. **Administration** – The Provost/VPAA has direct administrative responsibility for seven colleges, the University Library, the SJSU Research Foundation, International and Extended Studies, and other academic units of the university. Acts as the senior executive in the absence of the university president. Consults with and advises the president on budget, enrollment, faculty and administrative issues in carrying out the mission of the university. The Provost/VPAA is the chief spokesperson regarding the academic mission and academic activities on campus to the public and to the administration of the California State University system.
3. **Faculty Affairs** – Facilitates partnerships among academic programs and other divisions of the university, the faculty, students and administrators. Guides overall academic policy-making in coordination with the president, Academic Senate, vice presidents and other stakeholders. Has oversight of the administration of retention, promotion and tenure processes for faculty. Supports appropriate and meaningful faculty development.

4. Resource Management – Provides leadership in the ongoing strategic planning process for the university. Responsible for the overall budget and personnel management processes for the Academic Affairs division, including establishing base budget for operations; capital budgets for current and future years; and anticipating budget requirements, including human resources needs, in a changing academic environment. The current Academic Affairs budget includes approximately \$165 million in state funding, plus more than \$15 million from other non-state revenue sources. The SJSU Research Foundation is housed in the Academic Affairs Division, and has annual revenue activity of approximately \$65 million.

Qualifications

The successful candidate will have a distinguished record in teaching and scholarship, with an earned doctorate or equivalent terminal degree to warrant academic appointment at an advanced rank and tenure in one of SJSU's academic departments. The successful candidate will also have a progressive record of extensive and successful administrative responsibility, including substantial experience at the dean's level or above at a university granting at least the master's degree.

It is expected that prospective candidates will have demonstrated experience managing and solving a variety of fiscal, budgetary, personnel and management challenges in a rapidly changing academic environment. The successful candidate will also show evidence of a commitment to working in an ethnically and culturally diverse educational environment.

Background and Experiences

The well-qualified candidate will have the following background and experiences:

Leadership Skills

Provides vision for the Academic Affairs Division and has demonstrated success in planning, initiating, managing and evaluating institutional change. Understands the dimensions and dynamics of inclusive excellence. Models leadership and collaboration to the campus community. Has demonstrated the ability to facilitate partnerships among academic programs and other divisions of the university, their faculty and students, and community constituents.

Planning and Results

Demonstrated experience in successful strategic planning utilizing a collaborative approach to facilitate change.

Prioritizes and plans work activities to meet unit, department and college priorities and timelines; identifies needed resources; plans and utilizes existing and new resources efficiently; accommodates multiple demands for commitment of time, energy and resources; anticipates and adapts to changing priorities, situations and demands. Has skill in fiscal planning and resource management.

Identifies and implements measures for evaluating plans, priorities and solutions. Communicates in a transparent way on the progress of division initiatives, priorities, plans and implementations.

Communication and Interaction

A proven track record of communicating in a manner that reflects respect, courtesy and civility, appreciation, empathy, trust, inclusion, consultation and transparency. Establishes and maintains effective and collegial work relationships. Understands lines of reporting, responsibility and accountability. Values and respects diversity and individual uniqueness and recognizes the strength these factors bring to the SJSU community and learning environment. Has demonstrated skill in creating a campus climate supportive of educational equity, including recruiting, developing and managing a diverse faculty and staff.

It is the expectation of the university that the Provost/VPAA will have a history of, as well as current and continued involvement in, regional and national higher education organizations.

Knowledge of Organization

Demonstrates organizational awareness; has knowledge of relevant business practices; understands and embraces a shared governance environment; values transparency by supporting and facilitating easy access to relevant information for all members of the campus community. Understands the nature of a collective bargaining environment.

Creativity and Innovation

Engages in creative problem solving; knows how to re-engineer processes; is open to and embraces change; is receptive to new ideas within the guidelines of the institution; considers how global standards are evolving and how this evolution might be relevant to the SJSU culture of teaching and learning. Has an understanding of the changing needs of our students and the global and regional workforce. Has a good understanding of the technological resources needed to support the academic mission and future learning environments.

Supervisory Responsibilities

Demonstrated supervisory skills including interviewing, hiring and facilitating training for employees; planning, assigning and directing work; appraising performance, addressing complaints and resolving problems, acknowledging and rewarding contributions. Fosters teamwork, partnerships and collegiality among people from diverse backgrounds. Adheres to exemplary standards of professional ethics.

Productivity and Quality of Work

Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; applies feedback to improve performance; is well organized and known for a high quality of work output.

Safety and Risk Management

Has an awareness of potentially hazardous or unsafe conditions; implements procedures to identify and correct potentially hazardous or unsafe working conditions. Mitigates risk where appropriate through knowledge of policies and procedures.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. It is the policy of SJSU to provide reasonable accommodations for qualified persons with disabilities.

Additional information about San José State University can be found at: www.sjsu.edu

Application Procedure

The position is open until filled. Applications submitted on or before September 15, 2009 will be given priority consideration. Applications (CV, cover letter, and a list of three professional references with contact information) may be submitted via mail or preferably electronically via e-mail to stsearch@storbeckpimentel.com (CODE: SJS Prov09). Confidential inquiries, nominations and questions should be forwarded to:



Sharon Tanabe
Partner

1111 Corporate Center Drive Suite 106
Monterey Park, CA 91754
323-260-5045 (Direct)
323-260-7889 (FAX)

Electronic submissions are preferred.

Please submit to stsearch@storbeckpimentel.com

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for qualified applicants with disabilities who self disclose.

Storbeck/Pimentel and Associates affirms, without reservation, the principles of equal opportunity in employment. We will not discriminate against qualified candidates for any unlawful reasons, including race, religion, gender, national origin, age or disability. We expect our clients to comply with non-discrimination policies and practices.

All correspondence will remain confidential.

6/12/09