



Invites Applications and Nominations for the Position of:
**Provost and
Vice President of Academic Affairs**



Greenwood/Asher
& ASSOCIATES, LLC

The Opportunity

The newly appointed president of Baker College invites dynamic, thoughtful, and innovative leaders to join the leadership team. The new president's vision is ambitious, forward-thinking, and dedicated to a Student-First philosophy. Reporting directly to the president, the Provost and Vice President of Academic Affairs will play a critical role in advancing the new vision. As a member of the president's cabinet, the provost will provide system-wide strategic visionary leadership and foster a culture of inclusion, engagement, and belonging that inspires students, faculty, and staff to flourish.

The Role of the Provost and Vice President of Academic Affairs

The Provost and Vice President of Academic Affairs is Baker Colleges' chief academic officer and leads the deans, colleges, and schools and is committed to maintaining the highest academic standards, integrity, and excellence that contribute to the college's reputation. The provost is a forward-thinking and transformative leader that will advance the college by redefining success at all levels; designing diverse learning experiences that support student achievement and attainment; identifying and providing technologies and services that empower faculty and students to direct and attain knowledge; developing and building a dynamic, diverse, and inclusive team that supports the mission and strategic direction; championing new scholarship opportunities for faculty; identifying opportunities to promote student, faculty, and staff accomplishments; seeking grants and alternative sources of revenue that support growth and innovation; and affirming responsibility for all aspects of the institution, Higher Learning Commission, and specialized accreditations.

In concert with the deans and president's cabinet, the provost will identify growth areas and new program opportunities that align with the new vision. To that end, the provost will outline metrics and key performance indicators that align with the new strategic imperatives.

The new provost is an engaging, thoughtful, and transparent leader committed to diversity and will work collaboratively and collegially with various constituencies across the system to advance the president's vision in support of the college's mission and strategic plan.

The newly appointed leader has an opportunity to build a high-functioning team, redefine success and make a meaningful impact that will transform the institution and positively affect our students and the communities we serve.

Role and Responsibilities / Essential Job Functions

- Serves as Chief Academic Officer.
- Defines success through key performance indicators and measurable outcomes in order to transform the institution and positively affect our students and the communities we serve.
- Affirms responsibility for all aspects of the institution as it pertains to the Higher Learning Commission and all specialized accreditations.
- Creates the annual strategic and operational plan for the division of Academic Affairs; oversees and guides the creation and implementation of annual plans for the Academic Affairs leadership teams and assists the associate provost in achieving priority institutional objectives; evaluates progress toward goals and objectives.
- Collaborates with the associate provost and deans to prepare the annual budget for the division of Academic Affairs, in line with the college's strategic priorities.
- Ensures that the activities of academic affairs meet the requirements of the college's accrediting and licensing agencies.
- Supports enrollment management initiatives and innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment.
- Oversees the creation of a comprehensive, integrated retention plan, in cooperation with the Director of Integrated Services (One Stop).
- Oversees the systematic and routine assessment of all academic programs and services to measure and plan continuous improvement.
- Ensures that the college offers an inclusive environment that celebrates and promotes understanding and respect within a diverse student body, staff and community.
- Facilitates annual program mix to ensure that academic programs that directly support the needs of the community are initiated and maintained.
- Supports mutually beneficial partnerships between the college and business/industry, not-for-profit organizations and other educational institutions, in cooperation with the deans or other identified stakeholders.
- Serves as the primary contact for the college at local, state and federal agencies in matters pertaining to student and academic affairs.
- In cooperation with the academic affairs leadership team, formulates and proposes policies, subject to presidential approval as needed, concerning all facets of academic affairs.
- Maintains regular communication and working relationships with other areas of the college, keeping them informed of current activities and working with them to achieve institutional priorities.
- Upon the recommendation of the subordinate managers, reviews and provides final authorization for claim forms, travel requests, budget encumbrances, requests for temporary employees, equipment purchases, personal service agreements, etc.

Qualifications and Education Requirements

- Doctoral degree (PhD) or equivalent terminal degree.
- At least ten years demonstrated successful experience in progressively responsible teaching, administrative and educational leadership positions in a college setting; experience in a community college setting strongly preferred.
- Must have demonstrated successful experience in strategic planning, fiscal management, resource allocation and personnel supervision.
- Must have knowledge of curriculum design and its application to sound academic management.

Required Skills

- Demonstrated understanding of, and a commitment to the college mission and purpose, teaching and learning, high academic standards and student success.
- Must be a transparent, approachable, thoughtful leader skilled at building relationships.
- Must have evidence of being able to develop and maintain collaborative teams and positive work environments.
- Possess employee development and performance management skills.
- Ability to work effectively with ethnic, cultural, and socially diverse student populations, colleagues and other stakeholders.
- Possess exceptional interpersonal skills and the ability to interact and work effectively with administrators, academic leadership, faculty, students, community leadership, public officials, funding agencies, and members of the community at large.
- Ability to lead and manage change.
- Advanced analytical, evaluative, and objective critical thinking skills.
- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Skilled in program planning, examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures at an institute of higher education.
- Must have evidence of excellent organizational and administrative skills.
- Knowledgeable and proficient in computer skills, which allows for the use of computer related technology.
- Must be computer literate in Microsoft Office Suite and Google Apps.
- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

About Baker College

Established in 1911, Baker College is the largest independent non-profit college in the state of Michigan with the most focused approach to education and training available. Baker College believes in cultivating a culture of valuing employees and maintaining a progressive brand as an employer. They are committed to build organizational capacity through a diverse, talented, high performing and engaged workforce.

They have the honor, opportunity, and responsibility of changing lives through education and are in the business of helping people achieve their dreams. They accomplish this by taking care and pride in everything that they say and do and by having commitment to processes, procedures and personal interactions that measure up to the highest standards.

Baker serves students through campuses and extension sites located throughout Michigan and online, including the newest flagship institution in Royal Oak. Baker is fully accredited and offers many programs in the fastest growing fields, such as business, health science, nursing, IT, and engineering, with convenient scheduling and 24/7 accessibility online.

#16 in Social Mobility
US News & World Report

#60 Top Online College
News Week

Exemplary Status
Online Learning Consortium

Best College in Michigan
Intelligent.com

Mission, Vision, and Core Values

Mission Statement

Our mission is our *reason for being* and what we work to accomplish every day as an institution.

The mission of Baker College is to provide an inclusive, innovative, and transformative educational experience which allows students to positively impact their lives and the world around them.

Vision

Our vision is an aspirational outlook on what Baker College will accomplish *now* and in the *future*.

Creating better futures, one student at a time.

Core Values

Our core values influence *everything we do* at Baker College – supporting our vision and defining our institutional culture.

- Integrity

- Caring
- Inclusiveness
- Innovation
- Social Responsibility

Why Work at Baker

Baker is committed to helping those who are dedicated to creating a better future for themselves and the world around them. They're looking for individuals who share a similar vision for their own lives. As a Baker employee, you'll be making a difference every single day by helping the next generation of professionals prepare for great careers. Together, we can make great things happen.

Please visit Baker.edu for more information. [BakerProud!](#)

Our College strives to be exemplars in the practice of diversity, equity, and inclusion by working in communion with multiple levels of professional representation throughout our college system. We are committed to our initiatives to fully understand how we can advance our levels of diversity, equity, and inclusion and create a culture that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.

Our College is an Equal Opportunity Employer. We seek a workforce with a wide range of perspectives and experiences, we provide opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information.

Please visit our [DEI Page](#) for more information.



Benefits

Baker College offers a robust health benefits package to its employees. Baker College has gone to great lengths to maintain our reputation of providing affordable health care benefits to their employees even throughout all of the changes in our country.

Baker College offers full-time employees health insurance effective 30 days from the employee's full-time start date. Full-time employees have the opportunity to enroll in an ASR Health Benefits PPO program with no premium charge to the employee for the plan, which includes medical, prescription, hearing, dental, and vision coverage. Baker College also offers the following benefits: term life insurance; short-term and long-term disability insurance, flexible spending account, long term care insurance, pension, annuities, and tuition waiver.

Baker College strongly believes in a health work/life balance for their employees and offers a flexible work policy.

Diversity, Equity, and Inclusion

Baker encourages and welcomes diversity, recognizing it as a key competitive advantage. By creating a supportive environment that allows everyone to perform to their potential, they achieve success, and that success reflects the quality of their employees.

The value of different backgrounds and perspectives should not be overlooked. Having a diverse workforce assists Baker in looking at all situations from a variety of angles and coming up with innovative ideas and solutions. Embracing and understanding what each employee's background and perspective is can allow Baker to progress more quickly than their competitors.

The City of Royal Oak and Metro Detroit

The home of Baker's newest flagship institution, Royal Oak is conveniently located near several major thoroughfares and the Detroit Metropolitan Airport. It has maintained the appeal of a small town, while affording many of the amenities of a large metropolis.

Named by TIME as one of the World's Greatest Places for 2022, the art of the comeback is on full display in Detroit, with a vibrant art and culinary scene, a re-energized entertainment district and rich history on display at destinations including the Detroit Institute of Arts, Motown, and the Henry Ford. Shopping, family attractions, and recreation areas abound in the metro Detroit region.



Nomination and Application Process

Salary

Salary will be competitive and commensurate with qualifications and experience.

How to Apply

Greenwood/Asher & Associates, LLC is assisting Baker College in this search. Applications and nominations are now being accepted. Confidential inquiries, nominations and application materials should be directed to Greenwood/Asher and Associates. For a full application package, please provide a cover letter, CV, and list of five references. Submission of application materials as PDF attachments is strongly encouraged. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Please direct inquiries, nominations, and application materials to:

Jeremy Duff, Vice President of Executive Search
jeremyduff@greenwoodsearch.com

Ann Bailey, Senior Executive Search Consultant
annbailey@greenwoodsearch.com



Baker College is an Equal Opportunity Employer. We seek a workforce with a wide range of perspectives and experiences, we provide opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. Please visit our [DEI Page](#) for more information.

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