PRINCE GEORGE’S
COMMUNITY COLLEGE

Chief Academic Officer and
Provost for Teaching, Learning, and Student Success

Position Description
The
Opportunity

Prince George’s Community College (PGCC) invites nominations and applications for the position of Chief Academic Officer and Provost for Teaching, Learning, and Student Success. PGCC seeks a dynamic, visionary leader, and accomplished administrator who is a vital member of the College’s leadership team who ensures that the College is a thriving academic community.
Responsibilities and Duties

The Chief Academic Officer and Provost for Teaching, Learning, and Student Success is the College’s Chief Academic and Workforce Development Officer and reports directly to the President. The Chief Academic Officer/Provost has broad and comprehensive responsibilities for the success of students in achieving their goals, which includes strategic academic and educational planning; directing the growth of academic, workforce development, and continuing education programs; the development of academic policy, the fiscal management for the Teaching, Learning, and Student Success enterprise; and advocating for faculty and student rights and responsibilities. The Chief Academic Officer/Provost is expected to provide the educational and administrative leadership to achieve a high standard of excellence in instruction. This person will foster collaboration with faculty, staff, students, and external communities to promote student success through research, use of best practices, evaluation, assessment of learning, continuous improvement, collaborative governance, and student success strategies. Serving as a core executive member of the College’s senior management team and close advisor to the President, the Chief Academic Officer/Provost provides balanced leadership to the faculty and staff of the academic, workforce, and continuing education areas and leads the College in all aspects of academic, technical career and technical education programs, transfer programs, high school partnerships, four-year institutions, as well as industry and agency partnerships, with an emphasis on student success. The Chief Academic Officer/Provost provides leadership in instruction at the Largo Campus and the degree and extension and workforce training locations throughout Prince George’s County to ensure strategic planning, evaluation, and resource allocation, which enhances and sustains innovation, quality, and high levels of student achievement across the College.

Essential Duties

› Provide leadership for academics, workforce development, and continuing education aligned with the vision and mission of the College.
› Provide leadership and development to create a strong, integrated team focused on quality instruction and support services and the effective delivery of the daily operations of instruction.
› Oversee program accountability, including but not limited to program reviews, program outcomes assessment, and annual effectiveness reports for the area.
› Supervise and evaluate all assigned departmental staff.
Coordinate and compile data required for accreditation and program review; monitor compliance with federal/state/program accreditation and program review standards.

Foster and support innovation and continuous quality improvement by focusing on institutional performance research data and collaboration with faculty and staff, and create and sustain recognition and incentives that support and enhance student success.

Oversee the College’s educational programs, including academic affairs, accreditation activities, college training, and development, faculty initiatives, student achievement initiatives, and workforce development.

Engage in collaborative efforts with senior administration to ensure that the College remains current and viable in the educational community.

Promote the goal of integrating instruction, workforce development, and continuing education and student affairs through the supervision of staff who oversee the academic divisions and workforce development and continuing education components for this area.

Align and integrate the goals, programs, and services of the academic affairs and workforce development divisions to create a comprehensive network of learning and support for students.

Lead College efforts to promote and sustain rigorous, compassionate, and learning-focused environments that support student success in both credit and non-credit areas through collaborative decision-making and strategic planning.

Ensure the primacy of the academic mission in all College decision-making including, but not limited to, technological and physical infrastructure, budget, fundraising, and internal and external communications.

Assure that College policies and procedures governing academic and student issues enhance the learning environment and reflect current needs and appropriate practices.

Collaborate with the chief academic officers of area institutions, the local school districts (public and nonpublic), government agencies, and community organizations to promote credit and noncredit partnerships.

Create an inclusive environment and ensure a diverse and representative population of faculty, staff, and students through recruitment, enrollment, and retention of all target populations who represent a wide range of age, ethnicity, national origin, and ability.
Serve as the College’s representative to the Maryland Higher Education Commission for all academic and workforce and continuing education matters.

Oversee the development, implementation, maintenance, and evaluation of academic and workforce development and continuing education programs and services.

Collaborate with Academic Deans and Institute Directors to identify new programs or revise existing programs to meet community and local workforce and educational needs.

Direct the development of adult education, community services, non-credit and workforce-related and career technical education, curricula, and related activities of the College.

Promote an environment supportive of the College’s mission and vision of student-centered services and teaching excellence.

Recommend and participate in the development of College policies and procedures; possibly serve on College planning and policy-making committees.

Be responsive to the needs of a culturally diverse community and student body to foster a diverse workforce.

Review, research, and summarize a variety of administrative information and data, and prepare related reports.

Knowledge, Skills, and Abilities

Collaborative and visionary leadership skills with the ability to encourage improvement, inspire colleagues, and promote dedication, creativity, innovation, and growth.

The ability to engage positively with all staff and the community at large, as well as an understanding that instructional and student support areas are stronger when integrated into their purpose and mission.

Commitment to and understanding of the continued creation and utilization of a culture of evidence in decision-making as articulated in the College’s work with Achieving the Dream.

A focus on the design and implementation of Pathways, using meta–majors to support students’ goals and achievements.

Commitment to fostering teaching excellence, encouraging innovation and experimentation in pedagogy and course design and delivery.

Team orientation, including encouraging deep alignment, integration, and collaboration between Academic Affairs, Workforce Development and Continuing Education and Student Affairs, and other key areas of the College.
Demonstrated understanding of demographics affecting higher education and the ability to articulate challenges and opportunities before the community college.

Demonstrated understanding of traditionally under-served and at-risk student populations.

Knowledge of instructional pedagogies, learning styles, and current research.

Understanding of technologies for enhancement of teaching and learning.

Commitment to institutional, state, and national research regarding student success.

Understanding of current higher education issues, trends, and future conversations.

Ability to make difficult decisions in a timely, thoughtful, evidence-based manner.

Ability to think strategically and prioritize effectively.

Strong communication and interpersonal skills, and a high level of professional integrity. Strategic planning skills to effect change in a multicultural environment.

Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

Skill in employee development and performance management.

Ability to delegate authority and decentralize decision-making.

Ability to develop and interpret financial data/plans and manage resources.

Experience developing programs for non-traditional students and in online and hybrid program delivery.

Knowledge of enrollment management issues and operations, and commitment to student success.

Skill in recruitment and retention of both students and faculty.

Experience linking resources to planning, with an appreciation for data analytics and using data to assist with decision-making.

Demonstrated effectiveness as a change agent and transformational leader.

Demonstrated commitment to diversity and inclusion.

Perspective on national issues in higher education, including engagement in relevant professional organizations and associations.

Strong character and personal integrity, meriting respect from the campus and local communities.

Effective communication skills; transparency, accessibility, willingness to listen and to try new things.

Ability to work and lead effectively in a multi-ethnic/multi-cultural environment with students, faculty, and staff.
Qualifications

Minimum Qualifications:
› Earned doctorate from a regionally accredited institution (required).
› Previous faculty experience and a minimum of five (5) years of senior-level management experience in an institution of higher learning or equivalent, with a preference for leadership experience at a community or technical college.
› Demonstrated leadership and accomplishments in the areas of academic affairs, workforce development, and collaborations with student services.

Leadership Competencies:
› **Organizational Strategy:** Strategically improves the quality of the institution, protects the long-term health of the organization, promotes the success of all students, and sustains the community college mission, based on knowledge of the organization, its environment, and future trends.
› **Resource Management:** Equitably and ethically sustains people, processes, and information as well as physical and financial assets to fulfill the mission, vision, and goals of the community college.
› **Communication:** Uses clear listening, speaking, and writing skills to engage in honest, open dialogue at all levels of the college and its surrounding community, to promote the success of all students, and to sustain the community college mission.
› **Collaboration:** Develops and maintains responsive, cooperative, mutually beneficial, and ethical internal and external relationships that nurture diversity, promote the success of all students, and sustain the community college mission.
› **Advocacy:** Understands, commits to, and advocates for the mission, vision, and goals of the community college.
› **Professionalism:** Works ethically to set high standards for self and others, continuously improve self and surroundings, demonstrate accountability to and for the institution, and ensure the long-term viability of the college and community.
About Prince George’s Community College
Prince George’s Community College (PGCC) opened its doors in 1958. For the first 10 years, the College offered classes at Suitland High School for those interested in earning a college degree or advancing their career. Today, PGCC offers more than 200 academic and career training programs. The 150-acre campus in Largo, Maryland, alongside our five extension centers, positions students to thrive. We give second and third chances to individuals who seek to explore new professions and improve their outcomes. Our campus welcomes a diverse makeup of students, ranging from students who take college classes while still in high school—a population that more than doubled from fall 2016 to fall 2021—to recent high school graduates to adult learners.

**Student Success**

This is the highest priority at Prince George’s Community College (PGCC). The College serves all who seek a degree, want to boost a career, or are looking to learn new skills. Your success through the transformative power of education is a big part of the PGCC mission. Nearly 25,000 students each year enroll at PGCC. Students are set on a clear path to achieving their goals and dreams. The PGCC faculty and staff provide encouragement and support.

**Regional Economic Impact**

Prince George’s Community College (PGCC) aligns its programs and resources with student and community needs. This is part of the College’s mission to enhance the economic vitality of the region. The College prepares students to be competent and skilled members of the workforce. Prince George’s Community College also prepares students to contribute their time and talents to the community in meaningful ways. These efforts strengthen the foundation of the College and boost the economy.

**Our Mission:**

Prince George’s Community College provides high-quality, transformative learning experiences that enrich lives and empower students to earn credentials leading to holistic personal development, professional advancement, and economic prosperity.
Our Vision:

Prince George’s Community College is the region’s premier center for dynamic teaching and learning, strategic partnerships, and community engagement that advances knowledge, economic equity, and lifelong personal development.

Dare to be Extraordinary, Strategic Plan 2022-2025

Goals:
› Enhance Equitable Access and Value for Enrolling at PGCC
› Optimize Pathways to Graduation, Transfer, or Entering the Workforce
› Ensure Learning and Achievement through High-Impact Educational Practices
› Reimagine Workforce Innovations and Strategic Partnerships

Core Commitments:

Students First.
› Our core mission and primary focus is empowering students through learning. We devote our energy to creating the conditions for optimal learning and student success.

Achievement
› We strive for exemplary execution of work and service to others resulting in the attainment of goals, aspirations, and outcomes.

Equity
› We believe equity is grounded in fairness and respect. It ensures every student has equal access to the appropriate resources and services needed to be successful through the intentional design of the college experience. We hold ourselves accountable for dismantling barriers to their completion and attainment of upward mobility outcomes.

Continuous Improvement
› We are committed to ongoing, incremental changes and innovation focused on increasing organizational effectiveness, ingenuity, and sustainability.

Empathy
› We cultivate a caring environment by identifying with others’ perspectives in order to nurture holistically their well-being and growth.
Integrity
  › We act conscientiously and courageously according to ethical principles, academic honesty, and social responsibility.

To read more [https://www.pgcc.edu/strategicplan/](https://www.pgcc.edu/strategicplan/)
Nomination & Application Process
How to Apply
Greenwood Asher & Associates is assisting Prince George’s Community College (PGCC) with this search. For a full application packet, please include a cover letter, CV, and list of five references with contact information.

We strongly encourage submitting application materials as PDF attachments. The search will be conducted with a commitment to confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and continue until an appointment is made. The position profile for this search is available at: https://greenwoodsearch.com/

Please direct inquiries and nominations to:

Itza Walters, Senior Executive Search Consultant
itzawalters@greenwoodsearch.com

Tracey Weldon, Vice President of Executive Search
traceyweldon@greenwoodsearch.com

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the College president, or both.
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