

University of Western States  
Portland, Oregon

## Position Profile

Vice President for Academic Affairs/Provost  
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Prepared by:  
Summit Search Solutions, Inc.



UNIVERSITY  
OF WESTERN  
STATES

*Integrating Health and Science*

[www.uws.edu](http://www.uws.edu)

## THE INSTITUTION

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The mission of University of Western States is to improve the health of individuals and society. The university accomplishes this aim by advancing the science and art of integrated health care, by providing leadership in the education of healthcare professionals and by enhancing knowledge through research and scholarship.

University of Western States has been a leader in integrating health and science since 1904, beginning as the second oldest chiropractic educational program in the world. UWS is a private non-profit university and has been located in Portland, Oregon for over 111 years. Today, UWS provides comprehensive education curricula developed from over a century of research and experience providing effective health care services and professional education. UWS offers degrees in health related fields at the bachelor, master and doctorate levels, along with certificate training in specialized disciplines.

UWS is committed to highly effective teaching and clinical training that inspires dynamic learning and proficiency. The university strives for excellence in:

- Whole-person health and wellbeing
- Patient-centered integrative health care
- Comprehensive lifestyle management
- Advanced practice specialties
- Research and scholarly activity

University of Western States is institutionally accredited by the Northwest Commission on Colleges and Universities. The doctor of chiropractic degree program is accredited by the Council on Chiropractic Education (CCE); the massage therapy certificate program is accredited by the Commission on Massage Therapy Accreditation (COMTA).

UWS has experienced steady enrollment growth in all programs over the past 10 years and expects these trends to continue. Total university program enrollment including online and hybrid programs is over 800 students. Continuing education and professional seminars add over three thousand additional learners each year.

To read more visit: [www.uws.edu](http://www.uws.edu)

**Location:** Portland, Oregon



## THE OPPORTUNITY

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The **Vice President for Academic Affairs/Provost (Provost)** is the senior administrative officer representing academic affairs and reports directly to the President. He/she is charged with academic leadership of the university and promotes excellence in teaching, research and service across all academic programs. The Provost directs and coordinates all academic activities and aids the President in formulating and administering university programs. For all degree and certificate programs, the Provost is responsible for ensuring compliance with academic accreditation requirements; advancing research and scholarly activity; and planning and implementing new academic programs. The Provost supervises the Associate Vice President of Research, Executive Director of the Center for Academic Development and Innovation, Executive Director of the Northwest Center for Lifestyle and Functional Medicine, Dean of College of Chiropractic, Dean of Graduate Education, Dean of Undergraduate Education, Dean of Students, Registrar, and Director of the Library. The Provost works closely with other vice presidents and administrators to facilitate achievement of university mission, vision and objectives, and to ensure institutional effectiveness.

### **Program/Division Supervision and Management:**

#### ***Academic Programs and Centers***

- Responsible for the successful operation of all academic affairs of the university.
- Recruit and recommend to the president, with the advice of deans, appropriate faculty members.
- Investigate the feasibility of potential new academic programs. Develop an efficient process for the development and implementation of academically-sound programs, which includes working with all departments that must be involved to support successful program delivery and student service.
- Engage faculty in the development of curricula that supports student achievement and student demonstration of professional competencies necessary for successful careers in integrative health care.
- Oversee faculty efforts in curriculum evaluation and revision process.
- Work with academic deans to develop and implement a faculty development agenda to meet the needs of faculty and program improvement objectives.
- Monitor existing, emerging, and innovative technologies to improve teaching, learning, research and patient care, and make appropriate recommendations for implementation of such technology.
- Recommend discipline measures for faculty and staff when necessary.

#### ***Research***

- Enhance, promote, and support quality research and scholarly activity.
- Work with academic deans to clarify and promote the role that faculty scholarly activity play throughout the university to support achievement of institutional objectives.

***Student Services***

- Provide oversight for the office of student services in the delivery of programs supporting student success.
- Support the Dean of Students to maintain compliance with state and federal requirements for Title IX, ADA and other regulations and mandated programs.
- Receive reports on actions related to student conduct and disciplinary procedures.

***Northwest Center for Lifestyle and Functional Medicine***

- Work with institutional leaders to clarify and establish a meaningful wellness identity for the University.
- Build collaborative relationships with compatible organizations interested in and capable of enhancing the success of the UWS wellness program. Assist with the acquisition of resources necessary to deliver a model and sustainable program.
- Promote health and wellness of the campus community.

**Planning, Budgeting and Leadership:**

- Identify annual continuous improvement objectives for areas of responsibility.
- Provide regular outcomes reporting as requested from the Office of Institutional Effectiveness.
- Supervise the allocation of operating and capital academic budgets.
- Supervise the preparation and submission of annual budgets for areas of direct responsibility to ensure appropriate resource allocation to advance strategic priorities. Plan for long-term capital and operational resource needs; manage and monitor budgets on an ongoing basis.
- Participate in university governance and committee structure.
- Represent UWS academic programs to external organizations, groups and individuals to promote and develop support for the university's mission, vision and goals.
- Conduct regular performance review of effectiveness for personnel in meeting position responsibilities and established objectives.

**QUALIFICATIONS**

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- PhD, DC, or other terminal academic or professional degree required.
- At least five years of directly related professional experience with three or more years of experience in an academic and/or research administrative position including supervisory and/or management experience.
- Faculty experience in higher education preferred.
- Prior clinical experience preferred.
- Experience with budget development and management.
- Experience with higher education accreditation standards and compliance analysis. Previous experience with self-study reports, accreditation evaluation team membership and/or accreditation committee membership is desirable.
- Familiarity with conventional, integrative, complementary and alternative medicine disciplines.

- Ability to carry out university policies including federal privacy and confidentiality requirements under FERPA and HIPAA.
- Intermediate-to-advanced computer skills required (MS Office), ability to gain proficiency with job-related queries/functions within the academic information system (AIS) and use of other specialty software.
- Higher education curriculum planning with assessment skills and experience.
- Interpersonal skills including effective verbal and written communication.
- Effective management of faculty and students in professional degree programs. A demonstrated ability to lead people and get results through others including the ability to hold employees accountable for established performance objectives.
- Demonstrated commitment to collegiality and shared governance.
- Strong organizational skills and ability to prioritize/execute plans and resource management to achieve desired outcomes.
- Competence in the management of human, physical and fiscal resources.
- Effective analytical and problem solving skills and the ability to exercise professional judgment and assume responsibility for decisions.
- Ability to follow policy and carry out due process for students and employees.

## PROCEDURE FOR CANDIDACY

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Confidential review of applications will begin immediately and continue until the position is filled.

Click the following button to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6363288&portalID=5652>

### For nominations or further information:

#### Margaret Lawrence

Senior Consultant

Summit Search Solutions, Inc.

Direct: 303-862-6575

[mlawrence@summitsearchsolutions.com](mailto:mlawrence@summitsearchsolutions.com)

#### Carrie Coward

Senior Consultant

Summit Search Solutions, Inc.

Direct: 828-669-3850

[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)

*UWS does not discriminate in education or employment on the basis of sex, race, creed, color, national origin, religion, age, disability, marital or familial status, sexual orientation, or veteran status, gender identity, or any other basis prohibited by local, state or federal law. This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.





## PORTLAND, OREGON

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than two million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters (some even serve beer and pizza), new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs. Portland is known as one of the most environmentally friendly or green cities in North America and the second most environmentally friendly city in the world as the public transportation system is one of the largest and most efficient.

Frequently compared to San Francisco, in reference to its large art and music scene, there are many performing institutions including Oregon Ballet Theatre, Oregon Symphony, Portland Center Stage and Portland Opera. With art walks, galleries, theaters, and Saturday Market, the community vibe is what sets Portland aside from other large cities. For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Parks, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Oregon is the second most popular state to move to with 61% inbound migration. ([quoted from Forbes](#))

*For more information on Portland, Oregon:*

Travel Portland: <http://www.travelportland.com/things-to-do/>

City of Portland: <https://www.portlandoregon.gov/>

Portland Parks and Recreation: <https://www.portlandoregon.gov/parks/35300>

**On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.**

**Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.**

**If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of unpeopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.**