



Position Profile

Vice President for Academic Affairs

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ABOUT SAYBROOK UNIVERSITY

Saybrook University was founded over 45 years ago by some of the greatest minds of the 20th century and continues to inspire a new generation of innovators. A nonprofit regionally accredited university known for its commitment to humanistic studies and rigorous research, Saybrook University's academic model puts the student at the center of everything to provide a unique, transformational, learning experience in virtual and hybrid environments. Saybrook offers advanced degrees in leadership and management, psychology, integrative nutrition, mind-body medicine, counseling, and transformative social change, all in flexible learning formats to help students continue to be active contributors to the fields they work in while they advance their education. Saybrook University is proud to be a community of creative, compassionate innovators dedicated to pursuing new ways of thinking and doing for our professions, organizations, and communities.

One of the first American universities to offer graduate education at a distance for working professionals spread across the world, Saybrook offers graduate-level courses that combine online education with in-person classes, intensive seminars, and conferences. Saybrook is comprised of two colleges: the College of Social Sciences and the College of Integrative Medicine and Health Sciences. Saybrook currently enrolls almost 700 students who are passionate and dedicated to inspiring transformational change in their communities—and the world. To learn more: <http://www.saybrook.edu>

A PROGRESSIVE APPROACH TO HIGHER EDUCATION

Students at Saybrook are dedicated to meeting challenges with a holistic perspective. Understanding the interconnectedness of various systems, they find a voice to articulate and confront the injustices that they witness and make positive, substantive change in the world.

Saybrook University is an affiliate of the nonprofit TCS Education System, which features a network of fellow nonprofit institutions, each backed by a model of education that prepares socially responsible professionals in applied fields such as education, psychology, and law. Other TCS Education System affiliates include Pacific Oaks College, The Santa Barbara & Ventura Colleges of Law, Dallas Nursing Institute, The Chicago School of Professional Psychology, and Pacific Oaks Children's School. To learn more: <https://www.tcsedsystem.edu/>

Location:

Saybrook University will be moving its headquarters from its current location (Oakland) to Pasadena, California during the summer of 2019.



THE OPPORTUNITY

Vice President for Academic Affairs

Primary Purpose

The Vice President for Academic Affairs (VPAA) assumes authority/responsibility as delegated by the President of the University and the Board of Trustees to fulfill the mission of the institution by leading and managing all academic units and related units of the university. The VPAA assumes the role of Chief Academic Officer and Accreditation Liaison Officer of the institution by ensuring high standards of academic quality; maintaining a well-credentialed faculty committed to excellence in instruction; overseeing program curriculums; leading accreditation, approval, and authorization activities; managing the strategic direction of all academic units; creating and managing budgets with a focus on strong fiscal discipline; and by maintaining alignment of all academic and student affairs initiatives with the institution's strategic plan.

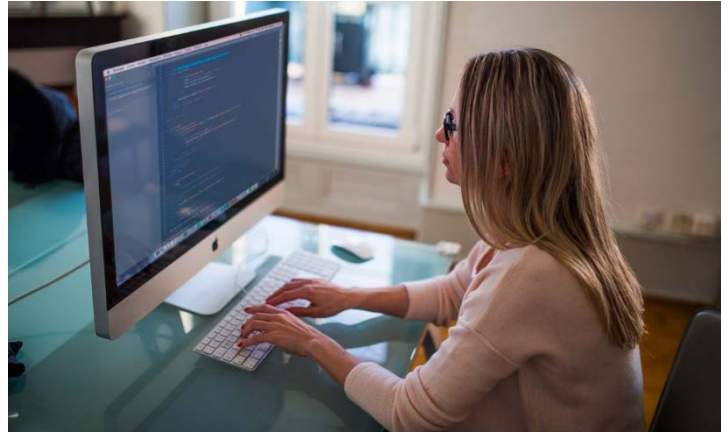
The VPAA is also responsible for creating and maintaining processes that effectively unite academic units, enrollment management services, and student success to execute on key initiatives for the institution and ensuring that the University maintains regional and professional accreditation.

In coordination with TCS Education System, the VPAA will also work across System offices and affiliate institutions to identify and execute on cooperative activities that enhance both the University and the System affiliates.

This position serves as the senior-most member of the College leadership team and serves as acting president during periods of vacancy, vacation, or illness. The VPAA will develop/administer an annual operating budget of approximately \$15+ M. S/he will develop and submit an annual capital budget to the President for University Board approval and will monitor productivity and cost-effectiveness as well as develop strategies for improvement and pursue the potential for revenue enhancements and expense reduction.

Reporting Relationships:

Reporting to the President, the Vice President for Academic Affairs will indirectly supervise approximately 160 faculty and staff with the support of the following seven direct reports: Associate VPAA, Registrar, College Deans (2), Dean of Students, Library Services Director, and Administrative Assistant.



Duties and Responsibilities:

Academic Affairs Leadership (70%)

- Provides academic leadership, guidance, and oversight to academic leaders and faculty of the College.
- Leverages university System partnerships to expand new degree programs and implement other diverse revenue streams.
- Promotes shared governance and supports collaborative engagement between faculty, administration, and Board of Trustees.
- Initiates and, as appropriate, collaborates in the development and administration of academic programs, curricula, policies, and procedures.
- Ensures that practices are consistent with the mission, vision, values, and goals of the University.
- Collaborates with University leaders related to processes for achieving and maintaining approval, certification, and accreditation of the institution and its programs.
- Develops processes to assure for the provision of well-qualified/credentialed faculty and staff.
- Provides for the employment, control, and discharge of all university employees within the divisions overseen.
- Recommends to the president, faculty promotion as specified in the College Rank and Promotion Policy, as appropriate/applicable.
- Assures that an effective orientation process is implemented for new hires/appointees as well as a development process for existing employees under the purview of the VPAA.
- Ensures that processes guiding the provision of quality education are appropriately implemented and evaluated.
- Assures processes are in place to identify and provide for faculty/staff continuing education needs and development.
- Facilitates strong communication and productive relationships with the administration, TCS Education System colleagues, other university officials, faculty, students, contractual agencies, and approval/accreditation bodies.
- Participates in, or assigns a designee to participate in, committees/meetings of the member organization as appropriate.
- Prepares and presents reports to the Saybrook University Board of Trustees, as directed by and in collaboration with the President; Collaborates with the Board Chair of the Academic Affairs Committee.
- Upon review/approval of the faculty and certification by the registrar, formally recommends to the President that students are certified to graduate.
- Participates in related Board and university functions as appropriate.
- Other duties as assigned/appropriate.

Financial Leadership (15%)

- In partnership with President and support team, identify and implement strategies that substantially contribute to financial growth and health of the institution.
- Delivers strong area financial performance throughout each fiscal year.
- Prioritizes utilization of funding for academic units that align with the mission and strategic vision of the institution.
- Engages in revenue enhancement through judicious fund management, participation in strategic development initiatives, and tuition generation.
- Prepares and presents the annual operating and capital budgets for academic affairs areas.
- Other duties as assigned/appropriate.

Institutional and Program Effectiveness Leadership (15%)

- Assumes an active role in regional, professional and other accreditation activities as appropriate.
- Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to areas of assignment.
- Serves as, or designates an individual to serve as, the Title IX Coordinator, responsible for coordinating and investigating all student-initiated sexual harassment complaints including fact-finding and due diligence.
- Supervises, monitors and reviews college discipline activities, student rights and due process, meets with and advises faculty on student discipline procedures, campus publicity and facilities use, as appropriate.
- Serves as, or designates an individual to serve as the Chief Student Affairs Officer and is responsible for facilitating student issues, complaints and grievances in compliance with procedures for conflict resolution.
- Oversees quality assurance of what is represented in the university catalog, student handbook, code of conduct, and other relevant documents.
- Provides leadership on and is involved in institutional and divisional assessment initiatives, as appropriate.
- Collaborates with the Office of Institutional Research as well as all other institutional divisions and offices in reviewing and applying a variety of objective and subjective data to assess the effectiveness of curriculum design.
- Facilitates divisional faculty-staff engagement on all matters related to institutional effectiveness.
- Other duties as assigned/appropriate.

Qualifications:

- Doctorate from a regionally accredited institution of higher learning is required (PhD, EdD or PsyD are preferred).
- Demonstrated achievements in building and delivering fully online and hybrid programs a must as the University intends to substantially expand these areas over the next five (5) years.
- Demonstrated background in strategic planning, strategic planning execution and KPI monitoring.
- Minimum of five years of combined faculty and administrative experience, highly desired.
- Proven track record of program expansion, particularly in virtual modalities.
- Knowledge of higher education best practices with a strong background in and/or knowledge of, academic processes, student affairs and enrollment management a strong plus.
- Knowledge of finance, and complex systems with a demonstrated track record in strategic planning and revenue enhancement highly desired.
- Experience with accreditation agencies and state regulatory agencies, e.g., WSCUC is strongly preferred but not required.
- Ability to translate academic and business processes within the academic milieu.
- Ability to effectively manage virtual and ground-based teams.
- Strong written and oral communication skills are required.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **November 5, 2018** will be given first consideration. Please submit a PDF version of your resume and cover letter outlining your interest in and suitability for this position. To apply online, go to <https://theapplicantmanager.com/jobs?pos=su114>

For nominations or further information:

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Saybrook University is an equal employment opportunity employer and is strongly committed to achieving excellence through a diverse workforce. The University actively encourages applications of all qualified individuals.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including Arizona, California, New York, North Carolina, and Oregon.



PASADENA, CALIFORNIA

Pasadena, with its ideal Mediterranean climate, captures the essence of beauty and style with its historic architecture, world-class art museums, acres of botanical gardens, landmark theaters and three distinct districts offering shopping, entertainment, and an eclectic collection of dining where one can choose from charming outdoor cafes to elegant dining rooms and everything in between. Immersed in Pasadena's urbane atmosphere, one will relish scenic views of the surrounding mountains and stroll among artfully maintained architectural treasures that once played host to affluent turn-of-the-century travelers.

The City of Pasadena, named by its Ojibwa Indian name "Crown of the Valley", is located just 10 miles northeast of downtown Los Angeles at the base of the San Gabriel Mountains. Angeles National Forest encompasses nearly 700,000 acres of quiet scenic wilderness and has the advantage of being only a half hour's drive from Pasadena.

Pasadena is unique in that it is home to 16 historically designated districts. Old Pasadena, a 22-block historic area featuring 19th-century structures and quaint alleyways, is one of Southern California's hottest main-street entertainment districts. With 200 specialty shops, antique havens, boutiques, bistros, and entertainment venues. Within this city, some of the most prestigious intellectual institutions in the country reside, most notably NASA's Jet Propulsion Laboratory and The California Institute of Technology (CalTech), which is home to 33 Nobel Laureates. A highly educated workforce results from the presence of many renowned educational and research institutions located in Pasadena.

Pasadena is also an invitingly walkable community which offers a smart, streamlined transit system. Shuttles, buses, and light rail can take one anywhere in the city and to landmarks in the greater Los Angeles area.



Fun facts:

- As the birthplace of Julia Child, Pasadena was destined to be a foodie's paradise. With 500 restaurants, more per capita than New York City.
- The Tournament of Roses annual parade of flower covered floats has been held in Pasadena since January 1, 1890. It was meant to show off Pasadena's natural beauty and sunny climate while most of the nation lay buried beneath snow.
- Naturalized parrots are frequently seen and heard around Pasadena. One common breed is the Red-crowned parrot.

For more information on Pasadena:

<https://www.pasadena-chamber.org/>
<https://ww5.cityofpasadena.net/main/>
<https://www.visitpasadena.com/>