

The background of the slide is a scenic photograph of the Carroll College campus. In the foreground, there are green trees and a large, multi-story building with a red-tiled roof. In the background, there are rolling hills and mountains under a blue sky with white clouds. A semi-transparent white banner is overlaid on the bottom half of the image.

POSITION PROFILE

Senior Vice President for Academic Affairs & Dean of the College

September 2020

In partnership with Summit Search Solutions, Inc.



ABOUT CARROLL COLLEGE

“Academic excellence and an attitude shaped by a belief in ourselves, our mission, and our culture. This is rooted in our Catholic, diocesan identity forming a powerful bridge between our history and our present that you simply don't find anywhere else.”

Carroll College, located in Montana's state capital Helena, is a private, four-year, Catholic diocesan college providing undergraduate education to 1200 students. Founded in 1909, Carroll has distinguished itself as a preeminent and award-winning leader in academic programs including pre-medical, natural sciences, nursing, engineering, mathematics, the social sciences and the liberal arts. Students choose Carroll for its combination of exceptional academic programs, affordable tuition with generous financial aid and scholarship opportunities, and the strong close-knit community that exists on a beautiful campus in the heart of the Rocky Mountains. See www.carroll.edu.

As *U.S. News & World Report* releases its annual “Best Colleges Rankings”, Carroll College once again finds itself at the top of the list for “[Best Regional Colleges in the West](#).” This marks the ninth year in a row that Carroll has held the #1 spot, earning a perfect overall score of 100 with the 2020 rankings providing data on over 1,900 schools. Additionally, Carroll is ranked #3 “[Regional Best Value College in the West](#)”, ranking in the top three for four years in a row, and the #1 “[Regional College in the West for Veterans](#)” for the fifth year in a row. In the classrooms, labs, and athletic fields, Carroll College sets a higher standard. [Click here](#) to read more distinctions and rankings for Carroll College.



#1 Regional College in the West



85% of Pre-Med Students
Accepted into Medical School



Highest Graduation Rate in a
Five State Region



THE FUTURE OF CARROLL COLLEGE

Carroll has a number of initiatives in the works to both grow and expand its academic programs, particularly graduate education and in the rapidly expanding healthcare field. Over the past 15 years, Carroll has seen a 250% growth in enrollment in the health sciences programs, which include pre-professional health tracks such as medicine, dentistry, optometry, pharmacy, occupational therapy, physical therapy, advanced nursing practice, and physician assistant. In an effort to sustain this growth to meet the need for advanced healthcare jobs in Montana and beyond, Carroll has launched its “Health Sciences 2025 Initiative.” Included in this initiative is the renovation of its nursing education space with the creation of a state-of-the-art nursing simulation lab, slated to be completed later this winter. In addition, the nursing program is adding an Accelerated Nursing Option, which allows students who already have bachelor’s degrees in other fields to become registered nurses within 15 months. Carroll is also currently developing its first two healthcare-related graduate programs – a Doctor of Nursing Practice and a Master of Science in Social Work. The College is currently hiring directors for both positions.

The College has twenty-one buildings spread across sixty-three acres of prime real-estate on the edge of downtown Helena, MT, and has recently begun development on dedicated space for their flagship anthrozoology program which will be housed in this new building called the [Perkins Call Canine Center](#). This 7,000 square foot facility will provide optimal training and research opportunities for this growing discipline which studies human–animal interactions.

Carroll also recently entered into an [agreement with the University of Montana](#) to offer a 3+3 program partnering with UM’s Blewett School of Law, wherein students attend Carroll for three years and then matriculate to the Missoula law school to complete their three-year law degree. A second collaboration with UM is a 4+1 program with their Master of Public Administration Program. The program allows participating students to complete their bachelor and MPA degrees in five years instead of the traditional six or more.

Affordability and access to higher education are two areas Carroll College is working to make their mark as well. In addition to having the most competitive merit scholarships in the region, Carroll has initiated Advantage Awards, providing scholarship support of \$2,000-\$10,000 for first-year students from Montana, Idaho, and Oregon.



THE FACULTY ASSEMBLY

Under the Carroll College Board of Trustees, the Faculty Assembly is the center of policymaking within the College. The Assembly's primary concern is the governance of academic policy and practice. In addition, the Assembly plays a role in the implementation of institutional goals, the allocation of its resources, and the development and coordination of the College's educational and social policy. In the exercise of its role, the Faculty Assembly derives its authority from the Board of Trustees of Carroll College in which control is legally vested. It is the intention of the Board of Trustees to commit to the Faculty Assembly jurisdiction over those matters in which the Assembly has definitive competence. However, the Board of Trustees must reserve to itself or to the President the right of final determination on matters the Trustees see as being of major concern to the College or where the competence and action of the Board of Trustees is required.

The Assembly is composed of all full-time faculty members; three designated adjunct or part-time faculty members; the Senior Vice President for Academic Affairs; the President of the College; the Associate Vice President for Academic Affairs; the Dean of Mission; the College Registrar; adjunct and part-time faculty (some of these members may be designated as non-voting based on eligibility requirements).

The Faculty Assembly holds three regular meetings per academic semester. All members are required to be in attendance. Special meetings may be called by the President of the College, the Vice President for Academic Affairs, the Chairperson, the Vice Chairperson, or by a signed request of at least fifteen members.



THE OPPORTUNITY

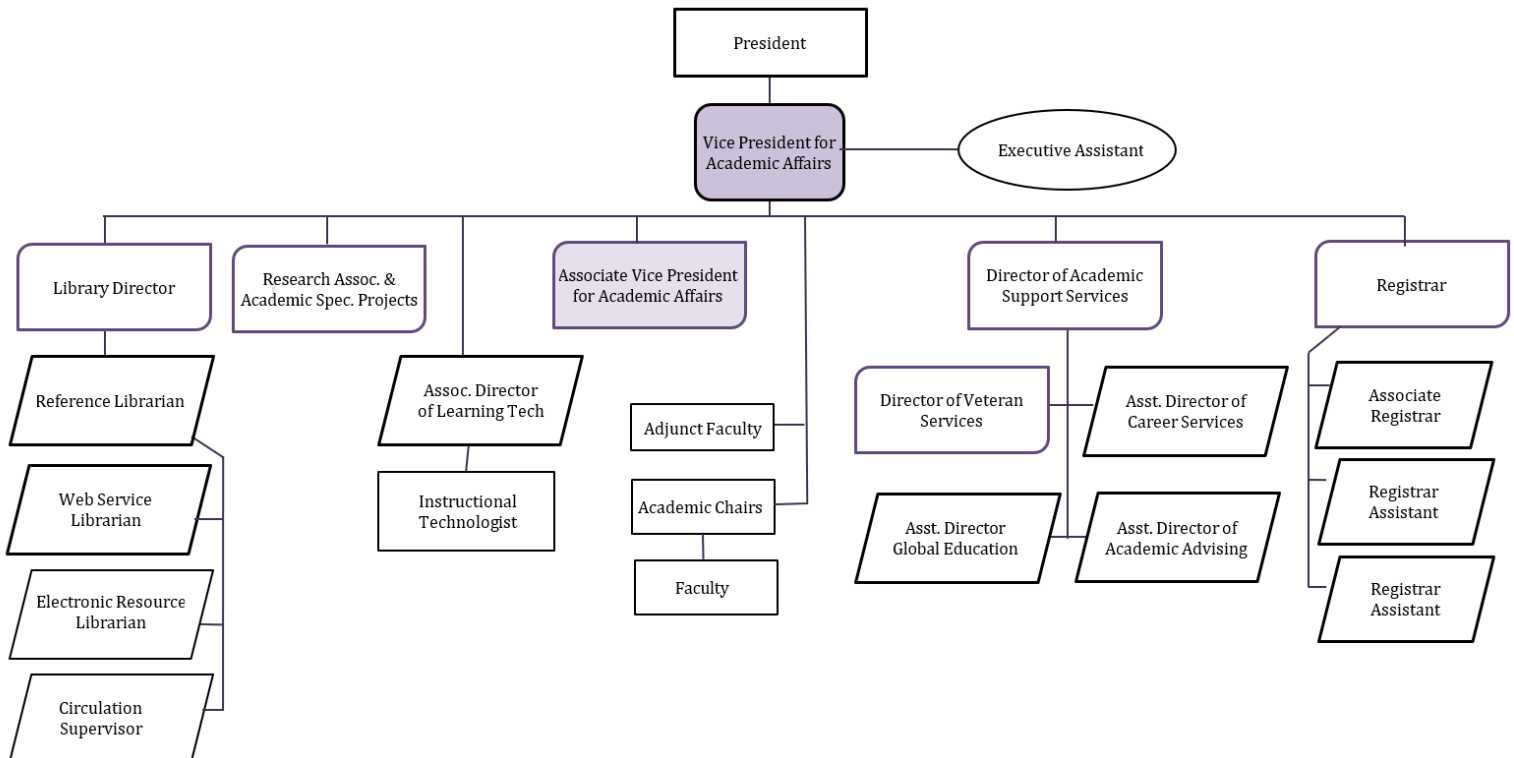
Senior Vice President for Academic Affairs & Dean of the College

Reporting to the President and serving on the president's executive cabinet, the Senior Vice President for Academic Affairs & Dean of the College (SVPAA) is the Chief Academic Officer of the College and provides leadership to all academic areas to advance the mission of the institution. The SVPAA is an advocate for all academic programs, provides leadership to faculty and academic staff to ensure consistent quality standards in curriculum and programs that meet the needs of students. The SVPAA oversees the academic integrity of the College and provides dynamic, innovative leadership in long-range planning; budgeting; new program development and academic innovation and ensures compliance with various accreditation agencies.

The SVPAA provides leadership and direction in the recruitment, appointment, development, and retention of faculty; administering the College's academic division (including library, registrar's office, academic resource center, academic technology, honors scholars program, veteran services, and global education) and securing appropriate allocation of financial and physical resources to support the ongoing viability of academic programs. The SVPAA directly supervises the Associate Vice President for Academic Affairs, the Director of the Library, the Registrar, the Director of Academic Support Services, Accessibility Services Coordinator, the Director of the Honors Scholars Program, and the Director of Academic Technology.

The SVPAA serves as the chief administrative officer for the College in the absence of the President.

Carroll College Office of Academic Affairs



DUTIES AND RESPONSIBILITIES

Guide the academic vision and strategic plan of the institution with a keen eye toward the future of higher education and attention to emerging trends, challenges, and opportunities within the industry and among external stakeholders.

- Coordinate and support academic initiatives to strengthen Carroll College's position as a leading diocesan Catholic, private, liberal arts institution.
- Promote and support the fulfillment of Carroll College's mission as a Catholic institution.
- Oversee academic programs and curriculum development to ensure relevance and viability.
- Lead the structural transition of the institution from a department chair structure to a School structure.
- Advocate for continued excellence in undergraduate education and innovation in graduate and adult education programming.
- Engage academic divisions in decision-making processes which lead to a clear vision and a plan of action with identifiable and assessable targets.
- Cultivate an institution-wide commitment to planning, assessment, and continuous improvement.
- Promote the development and evaluation of new degree and certificate programs at the undergraduate and graduate levels.
- Spearhead the development of online program architecture and delivery across disciplines for undergraduate and graduate students.
- Develop and implement effective and innovative instructional methodologies.
- Oversee processes that contribute to student success.
- Encourage and facilitate interdisciplinary teaching and research.
- Work closely with the Vice President for Enrollment Management to achieve strategic enrollment growth.
- Facilitate discussions across the College to set enrollment and retention targets.
- Establish marketing and recruitment strategies toward the implementation of academic initiatives.
- Identify new and diverse streams of revenue to support existing programs.
- Encourage and support fundraising activities that provide additional external funding for faculty and staff development, student scholarships, and programmatic expenses.
- Collaborate with other higher education institutions, government agencies, and community organizations to promote academic partnerships and shared resources.
- Serve as an advocate for Carroll at public forums, including local, state, and national meetings.
- Act on behalf of the President in his/her absence.

Serve as part of the President's Executive Cabinet and guide short- and longer-term *operational strategies* consistent with the vision and mission of the institution.

- Serve as spokesperson and resource for the institution on academic matters.
- Ensure the primacy of the academic mission in all college decision-making.
- Work closely with the President and Cabinet to provide overall internal executive leadership to, and support for, the faculty, staff, and their respective systems of support.
- Provide support and guidance to the Board of Trustees in academic-related issues and initiatives.
- Work collegially and effectively for the advancement of the College.
- Serve as the liaison between the faculty and the administration in academic and shared governance matters.
- Ensure the vitality and educational effectiveness of all academic programs and curriculum.
- Stay informed of trends in higher education and advise as appropriate.

Cultivate collaborative leadership and shared governance with academic leaders and the Faculty Assembly to facilitate appropriate involvement and representation of the faculty in the leadership and planning for Carroll College.

- Strive to improve teaching and scholarship; faculty, staff, and student recruitment and retention; and institutional communication.
- Promote faculty morale, renewal, and professional development.
- Encourage excellent teaching, meaningful advising, and significant scholarship, research, and service.
- Manage with the assistance of faculty governance, faculty evaluation and final recommendations to the President in personnel matters regarding salaries/raises, rank and promotion, leaves of absence, sabbaticals and retirement.
- Coordinate and oversee all faculty recruiting and make hiring recommendations to the President.
- In concert with the faculty and administration, initiate and shepherd academic policies and budgetary decisions through the decision-making process in a manner that is conducive to faculty performance, student learning and institutional well-being.
- Facilitate and promote the professional development of faculty.
- Ensure systematic review and assessment of academic programs to ensure quality and current course content.
- Collaborate with the Faculty Assembly to appoint standing and adhoc committees and ensure their proper functioning.
- In collaboration with the President, Chair of the Faculty Assembly and the Faculty Dean, ensure that the faculty handbook is regularly reviewed and updated as needed and that it provides faculty members with an accurate and comprehensive overview of their contractual relationship to the College and ensure that handbook provisions are followed by the faculty and the administration.
- Convene regular and special faculty meetings as needed.
- When appropriate, chair faculty committees and plan faculty meetings in collaboration with the Faculty Dean and Chair of the Faculty Assembly.

Administer the College's academic affairs division and provide leadership for all division academic and administrative programs and work with faculty leadership and staff to facilitate appropriate program development, program review, and assessment.

- Engage faculty with academic support staff in implementing strategies that increase student success, student retention, and student engagement in concert with the College's enrollment management efforts.
- Serve as ex-officio member of administratively appointed academic committees.
- Lead and guide faculty, staff, and administration on prioritization and allocation of resources.
- Monitor budgets and hold budget directors accountable.
- Ensure the management of relationships and compliance with all accrediting bodies.
- Encourage and provide leadership in productive grant and institutional research endeavors.
- Set direction for professional development programming for across the College.
- Provide leadership in the recruitment, development and retention of staff in Academic Affairs.



QUALIFICATIONS

Required Qualifications:

- Earned doctorate from a regionally accredited institution.
- Significant experience as a senior-level academic administrator.
- Demonstrated record of ethical, dynamic, and innovative leadership, with excellent interpersonal and problem solving as well as a strong commitment to diversity and inclusion.
- Experience working within and promoting strong systems of shared governance between faculty and administration that increases collaboration, creates useful links between constituencies, and builds needed partnerships.
- Understanding of the Catholic intellectual tradition and the ability to articulate the benefits of a liberal arts education in that context.
- Record of building and sustaining enrollment for new academic programs.
- Demonstrated experience in planning, budgeting, and financial management.
- Excellent communication skills that build and enhance relationships with a wide variety of audiences.
- Record of successfully raising money for mission-driven activities.

Preferred Qualifications:

- An understanding of and commitment to the institution's Catholic identity and corresponding mission and values.
- Ability to be a "leader of leaders," working with academic, departmental, and other leaders to shape an academic vision that builds on past successes and galvanizes the campus community to contribute to the work of a maturing leadership team.
- Demonstrated effective leadership with issues of both undergraduate and graduate programs, and innovative course delivery including on-line and hybrid academic courses and programs.
- A genuine global and international perspective.
- Demonstrated ability to work in an organization that is not rigidly hierarchical, in which leadership grows out of authentic relationships.
- Willingness and desire to be engaged in College activities and functions associated with its Catholic identity.
- Knowledgeable about key issues and trends affecting private colleges nationally.
- A strong advocate for effective strategic planning and resource allocation.
- Demonstrated ability to make important difficult decisions in transparent ways.
- Advocate for faculty compensation and benefits.
- Being a practicing Roman Catholic would distinguish a candidate.

WHY CONSIDER THE OPPORTUNITY

- Become part of a newly constituted senior leadership team joining President Cech (appointed two years ago).
- Guide the ongoing restructuring of the institution building on the program prioritization process completed in 2019-20.
- Work with an experienced faculty body to launch new graduate and undergraduate programs - two of which have received full approvals.
- Join a culture rooted in relationships and ultimately preparing students not just academically but to lead full and joyful lives.
- Contribute to an institution ranked #1 nine years in a row in the U.S. News and World Report "Best Regional Colleges in the West."
- Live in an area that has been described as "idyllic" and ranked 27th on the list of the Top 100 Best Places to Live.



PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Please submit a PDF version of your resume and a letter of interest explaining your suitability for this position. To apply online, go to <https://theapplicantmanager.com/jobs?pos=su209>.

For more information or to offer recommendations:

Kristen Farha, MS

Senior Consultant

Summit Search Solutions, Inc.

Direct: 316-650-0069

kfarha@summitsearchsolutions.com

Jan Asnicar, MA, MSW

Senior Consultant

Summit Search Solutions, Inc.

Direct: 913-339-8928

jasnicar@summitsearchsolutions.com

Carroll College is an equal opportunity employer, committed to compliance with state and federal anti-discrimination laws, including Title IX of the Education Amendments of 1972. Acts of discrimination, harassment, sexual misconduct, and retaliation are prohibited and will be addressed consistent with this policy.



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



HELENA, MONTANA

Idyllic. That, in a word, best describes Carroll College's setting in the heart of Helena, Montana. Here you can enjoy a truly special relationship with the Helena community and enjoy a kind of lifestyle that very few colleges or universities in the country can match.

A community that **Livability ranked #27 on their "Top 100 Best Places to Live"** survey, and with a population of just over 30,000—as well as another 60,000 in the surrounding county—Helena offers an intimacy and small-town feel that is unmistakable, while at the same time delivering world-class opportunities for outdoor recreation, internships, and arts and culture.

Situated in west-central Montana, and surrounded by the Rocky Mountains and Lewis and Clark National Forest, Helena offers an abundance of distinctive outdoor opportunities. You'll find more than **75 miles of hiking and biking trails** just minutes from campus, and Helena is in close proximity to the Continental Divide Trail, natural hot springs, **Great Divide Ski Area**, and the Missouri River. Yellowstone National Park and Glacier National Park are just a few hours away.



The weather is usually clear, sunny and dry. The average annual snowfall in Helena is 47.5 inches, and the average number of days with snow on the ground is 61 per year.

The arts thrive in Helena. Here, you'll find a vibrant community of artists, actors, singers, and performers who share their talents and creativity every day. You can explore the **Holter Museum of Modern Art** or **The Archie Bray Foundation**, as well as many other art galleries downtown. The **Helena Symphony** is one of the hottest tickets in town all year long, as are the performances at the **Montana Shakespeare Company**, **Grandstreet Theatre**, and **Myrna Loy Center**. And you'll find jazz festivals, art shows, rodeos, sled dog races, and microbrew reviews happening throughout the year.

As the capital of Montana, Helena offers a rich diversity of opportunities that you simply won't find anywhere else!

To learn more about Helena, MT:

Visit Helena: <https://www.helenamt.com/>

Helena Area Chamber of Commerce: <https://helenachamber.com/links/>

Visit Southwest Montana: <https://southwestmt.com/>