

POSITION PROFILE

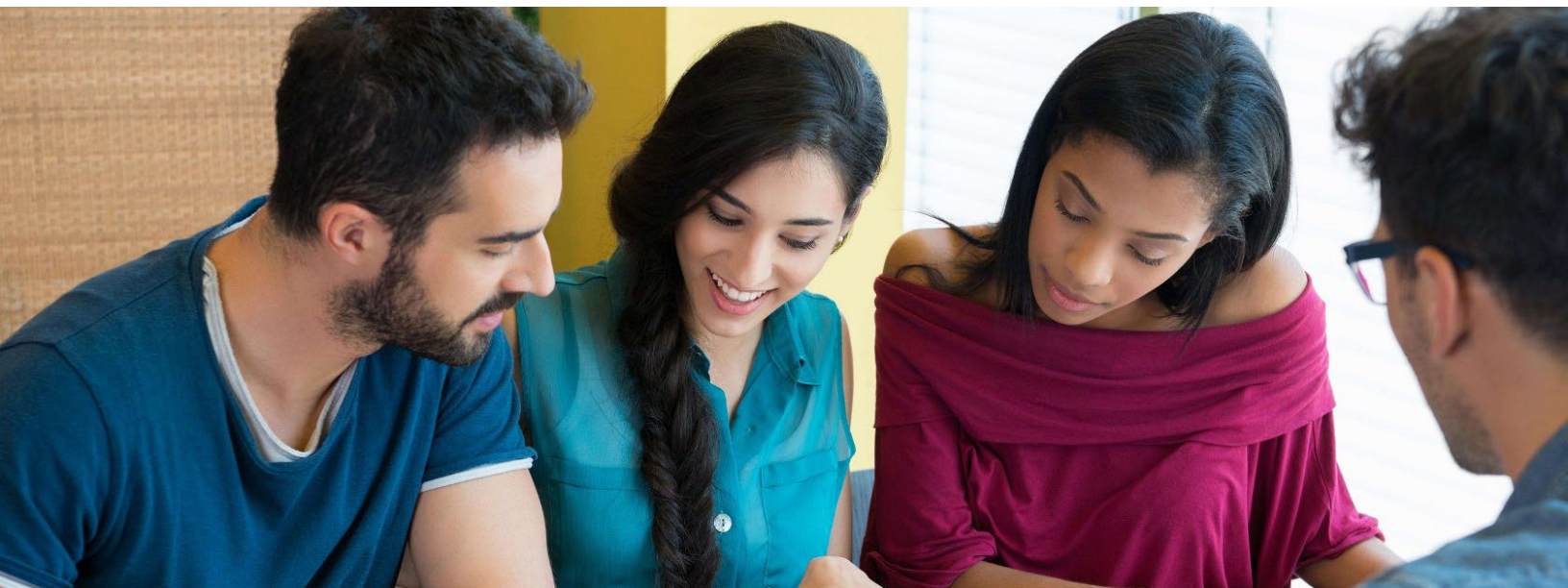
Associate Provost for Academic and Faculty Affairs

June 2023

Prepared by: Summit Search Solutions, Inc.



STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA





ABOUT STATE COLLEGE OF FLORIDA

Established in 1957, State College of Florida, Manatee-Sarasota (SCF) is an integral part of the community and a vital resource for students and their families in Manatee, Sarasota, and surrounding counties. SCF is the region's first and largest public college, serving 11,000 college credit students annually at campuses in Bradenton, Lakewood Ranch, Venice, and through online classes. An additional 10,000 participants annually attend professional development and personal enrichment classes.

Formerly known as Manatee Junior College/Manatee Community College, SCF has expanded its degree offerings to include workforce baccalaureate degrees while continuing to focus on highly respected associate degrees that prepare graduates for university transfer and professional careers. SCF offers a complete college experience that includes intercollegiate athletics, more than 35 student clubs and organizations, honors programs, and student-centered academics. SCF's flagship programs in health sciences are supported by state-of-the-art technology, including patient simulators, electronic medical records, drug recognition system, and medication-dispensing devices.

Providing quality learning to people of all ages through noncredit continuing education, community services, and some credit-related activities, SCF's Lifelong Learning and Workforce Development division offers year-round noncredit classes in workforce training, small business development, professional development, personal enrichment, and driving safety through workshops, seminars, online classes, and on-site training programs at area businesses.

Broadening the continuum of education, the State College of Florida Collegiate Schools (SCFCS) provide robust educational opportunities for students in grades 6-12. Both schools have been recognized with an "A" rating from the Florida Department of Education each year since opening, and SCFCS Bradenton has earned additional recognition from the National Blue Ribbon Schools Program. The collegiate schools are tuition-free, public charter schools providing students with the opportunity to graduate simultaneously with a high school diploma and an Associate in Arts degree. SCFCS Bradenton opened in the fall of 2010 on the Bradenton campus and contains grades 6-12. SCFCS-Venice opened with an inaugural class of 11th-grade students in 2019 and now offers grades 9-12. The schools utilize an innovative model influenced by the Swedish international school, which nurtures motivation and independence, ensuring student success while guiding students toward higher education.

State College of Florida is a member of the Association of Florida Colleges and is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate and baccalaureate degrees.

Location: Bradenton, Florida

THE OPPORTUNITY

Associate Provost for Academic and Faculty Affairs

State College of Florida invites nominations and applications for the position of Associate Provost for Academic and Faculty Affairs. The Associate Provost is responsible for the college-wide leadership, direction, administration, and supervision of programs, courses, faculty, and staff within the academic divisions of Business & Technology; Humanities, Arts & Letters; Mathematics & Natural Science; Social and Behavioral Sciences & Community Services; Nursing; Health Professions; and other assigned units of Academic Affairs.

[SCF's 2021-2026 Strategic Plan](#) outlines the College's vision focused on being the community's first choice for higher education, economic development, philanthropic investment, and cultural fulfillment. The Associate Provost plays a key role in supporting the institution's highest-level goals and related initiatives.

While overseeing the current portfolio of 30 associates of science, an associate of arts degree for university transfer, 7 bachelor degree programs, and 33 certificate programs, the Associate Provost will identify areas for program creation to meet industry demand in the region, in areas that may include supply chain, game design, and artificial intelligence.

The Associate Provost reports to the Executive Vice President and Provost and has seven direct reports plus part-time administrative support. Oversight includes the College's assigned academic budgets as well as aspects of grants to include Perkins and Foundation-related.

Essential Duties/Responsibilities:

- Provides college-wide leadership, guidance, and supervision for the development and management of the academic units assigned to the position including the delivery of academic programs and services within those units across the College.
- Develops, prepares, reviews, and executes academic and administrative policies, procedures, standards, and guidelines which may include updates required due to changes to state and federal regulations.
- Provides leadership to ensure the success of students in their educational and career pursuits by developing and fostering the delivery of a high-quality standard of educational and instructional excellence.
- Demonstrates commitment to the College's goals and strategic priorities by developing, executing, and evaluating short and long-range strategic plans and initiatives.
- Provides leadership over the development, execution, and evaluation of new academic programs to meet the needs of students and business/industry.
- Supervises the recruitment, selection, hiring, orientation, and retention of a diverse faculty and staff in Academic Affairs for the College.
- Collaborates with Human Resources for salary determinations and submits appropriate personnel recommendations to the Executive Vice President and Provost.
- Provides leadership and supervision over faculty evaluation, professional development, service contribution, scholarship, research, and promotion.
- Certifies faculty credentials in accordance with college policy and SACSCOC guidelines.
- Provides leadership, supervises, and coordinates the development of the College curriculum and the Curriculum Development and Review committee.
- Provides leadership and supports instructional innovation to improve student learning.
- Provides supervision over faculty teaching loads and payroll authorizations of instructors. Reviews and evaluates the part time/overload reports each semester/term.
- Supervises and evaluates the College's academic personnel and career employees as assigned.
- Provides college-wide leadership for the development and implementation of academic programs, class offerings, and academic schedules in a flexible manner to meet student needs across all campuses and all modalities.
- Monitors program changes required by state mandates or local and national trends.
- Provides leadership over the evaluation of academic programs on a variety of indicators and metrics such as student learning outcomes, enrollment, retention, progression, completion, workforce placement, university transfer, and other student success measures.

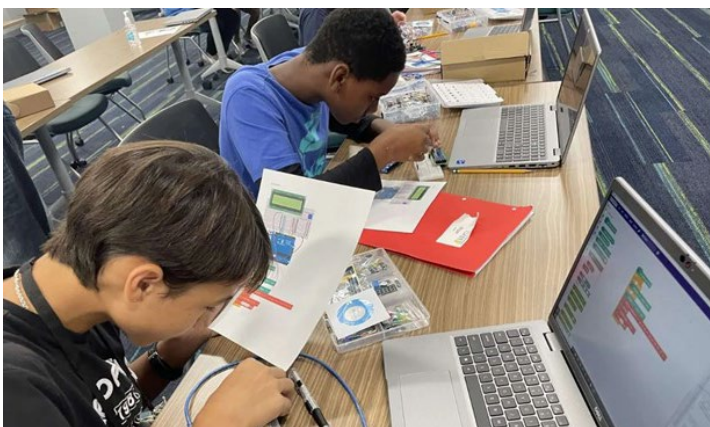
- Serves as Academic Affairs liaison to the Office of the Registrar, Admissions, Financial Aid, College and Career Success, Dean of Students and other units of the College to review, develop, and implement policy and procedures in an effort of continuous improvement to best meet the needs of students.
- Collaborates to support workforce education and lifelong learning initiatives.
- Assists with the preparation of brochures, catalogs, and other marketing materials pertaining to College offerings.
- Prepares and administers budgets for the College's academic programs and academic departments.
- Serves on, or chairs, various college committees.
- Represents the College on various community and state organizations as appointed and deemed necessary.
- Demonstrates proactive leadership in planning and problem-solving with effective follow-through.
- Participates in and encourages professional development opportunities both on and off campus.
- Performs other similar and related duties as assigned.

Required Qualifications:

- A Master's Degree from an accredited institution.
- Five or more years of related higher education experience and a record of progressively advancing leadership roles, responsibilities, and success.
- Five or more years of direct supervisory experience including responsibility for hiring, firing, performance management, training, and professional development.
- Demonstrated ability to manage financial resources and complex budgets.
- Experience with curriculum and program development reflecting current best practices and responsiveness to market demands.
- Demonstrated expertise in working with various internal and external constituencies; a strong relationship builder and connector.
- Strong analytical skills and problem-solving abilities with the ability and make decisions based on research, data, and metrics.

Preferred Qualifications:

- Earned Doctorate from an accredited university.





THE PRIDE IN EXCELLENCE INITIATIVE

Pride in Excellence is SCF's initiative to create a culture of service excellence. All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

RESPECTFUL

- Act in a courteous manner
- Actively listen to gain full understanding
- Demonstrate awareness of "everything speaks"
- Show empathy and caring

RESPONSIVE

- Approach people in an inviting and pleasing manner
- Take ownership of actions and decisions
- Plan, anticipate, and be forward thinking
- Answer and return phone calls and emails
- Use proper communication etiquette
- Banish the phrase "not my job"
- Provide assistance to all inquiries and follow through

ACCURATE

- Do it right the first time
- Be knowledgeable of product and how it interfaces with others
- Ask probing questions
- Use resources effectively and efficiently

COLLABORATIVE

- Participate in teams
- Develop team skill sets
- Learn available resources to be responsive to your constituents
- Develop internal and/or external connections

INQUIRIES, NOMINATIONS, AND APPLICATIONS

Confidential review of applications will begin immediately and continue through August 6th. Applications submitted after that date will be reviewed on an as-needed basis.

Click here to apply and be sure to include your resume/CV and a cover letter that describes your reasons for interest and related qualifications/record of success: <https://theapplicantmanager.com/jobs?pos=su358>

For more information or to offer recommendations or nominations:

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State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services, and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5599, 5840 26th St. W., Bradenton, FL 34207

All college searches are subject to compliance with Florida's Public Records Law and all documents submitted become the property of the College.



[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, Maryland, New York, and North Carolina.





All photos courtesy of VisitSarasota.com

BRADENTON & SARASOTA

Bradenton, perfectly situated between the Gulf of Mexico and the Manatee River, is the county seat and largest city within Manatee County. The city enjoys an exceptional year-round climate and a low cost of living. The natural beauty of the surrounding area will delight outdoor enthusiasts. If you are interested in history, you can travel along Hernando DeSoto's original expedition route or learn more about the area's heritage at museums and historical parks. Along the shores of the mainland and barrier islands you can enjoy outdoor dining at its finest, go boating in crystal-clear waters, or surf the waves off Anna Maria Island while strolling along the piers for relaxing exercise. Cultural initiatives abound: live theater, a vibrant arts district, as well as ballet and concerts, are also on offer.

Manatee County and the surrounding region are teeming with opportunities for the sports enthusiast. The Pittsburgh Pirates spring training is held in Bradenton, the Baltimore Orioles train in Sarasota, and the Atlanta Braves spring training is held in North Port. The Tampa Bay Buccaneers, Tampa Bay Lightning, and Tampa Bay Rays are all located a short distance away.

County-wide festivals, including the Manatee County Fair, Cortez Seafood Festival, and the Hernando DeSoto Historical Parade, provide fun-filled opportunities for the community to come together.

Sarasota is a cultural hub, featuring sunsets, sailboats, a beautiful bay to the west, and a bustling downtown to the east. Sarasota delights visitors, the wider regional community, and its chic downtown residents with its accessibility and charm. Foodies and downtown office workers alike choose from BBQ, Vietnamese, Italian, French, Mexican, vegan, sports bars, seafood, and cafés for their dining options. Those seeking entertainment find seats at one of several live theaters, cinemas, or music venues, and the shopping options are seemingly limitless. The city of Sarasota truly has it all: an eccentric arts center, a traditional performance venue, a flourishing business, and finance network, extensive shopping options, and a vibrant nightlife scene.



<http://www.cityofbradenton.com>
<http://www.realizebradenton.com/riverwalk>
<http://www.sarasotachamber.com>
<https://www.manateechamber.com/>
<https://www.lwrba.org/>
<https://www.venicechamber.com/>