

UNIVERSITY OVERVIEW

*Search for the Vice President
for Academic Affairs*



Clarke
UNIVERSITY



2021

THE OPPORTUNITY

Clarke University invites nominations and applications for the position of Vice President for Academic Affairs and Dean of the Faculty (VPAA). The university seeks an aspiring or experienced chief academic officer with a proven record of success in academic administration.



Clarke University is a Catholic liberal arts and sciences institution with professional programs providing an outstanding education for caring and responsible participation in a global world. Clarke seeks an innovative and ambitious VPAA who lives its values and its mission to lead it collaboratively into a new era of achievement and impact.

Founded by the Sisters of Charity of the Blessed Virgin Mary before Iowa was a state, the college has for over 175 years served the people of Iowa, the Midwest, and beyond by providing not only an outstanding education to its students but service to its community and leadership for society. People at Clarke—student and colleagues alike—comprise a close-knit family of dedicated individuals. Everyone on campus celebrates Clarke’s commitment to student success, both inside and outside of the classroom, and through preparation for meaningful careers. We are “One Clarke. One Community.”

Clarke’s next VPAA will build on this legacy, maintaining and enhancing the university’s inclusive sense of community, while engaging and leading clear, strategic, and innovative planning to ensure the university’s long-term success. Key to this endeavor will be growing enrollment, building mutually beneficial partnerships, working university-wide in supporting major initiatives, and ensuring the necessary resources and infrastructure are in place to support them. A team player, the ideal candidate will be more interested in organizational outcomes than organizational structure.

The VPAA will be a servant leader who is committed to Clarke’s core values and mission and will bring successful leadership experience within higher education. They will have the courage and vision to catalyze and lead change alongside Clarke’s 16th president, Dr. Thom D. Chesney (2019); the interpersonal and communication skills to inspire trust and support; a passion for student-centered learning and success; and the aplomb to engage faculty and academic affairs staff in short and long-term strategic decision-making that is adaptive to the changing higher education landscape and provides for a resilient future.

An earned terminal degree is highly preferred, and a deep appreciation for and understanding of higher education; diversity, equity, and inclusion; and the internal and external forces which influence and impact working together in service to others is essential.

Role of the **VICE PRESIDENT FOR ACADEMIC AFFAIRS** *and Dean of the Faculty*

The Vice President for Academic Affairs and Dean of the Faculty (VPAA) is the Chief Academic Officer of the university. The VPAA serves on the university's leadership team—the president's cabinet—and works with the president, vice presidents, college deans, staff direct reports, and various university committees to carry out the mission and values of the university. The VPAA represents the university to external constituencies in a manner determined with the president. The VPAA is responsible for all operations of the university related to academic leadership, curriculum, personnel management for the academic division, and budget planning and fiscal management for the academic division. The VPAA supports and works in partnership with the shared governance system. All academic areas report to the VPAA. The VPAA reports to the president who reports to the Board of Trustees.

The opportunities are many, and there is much to be done to shape the strongest possible future for Clarke. The VPAA role is one of creative leadership and therefore cannot be comprehensively described by a detailed listing of the specific duties of that office.

MISSION

- Contribution to the university's mission and core values and religious traditions as they relate to academic efforts and ceremonies;
- Promote the values inherent in Clarke's BVM heritage and traditions;

ACADEMIC LEADERSHIP

- Provide leadership and vision for all academic units;
- Provide leadership for academic program planning and development, educational policy, program assessment, faculty evaluation and faculty development;
- Chair the Academic Innovation Team and serve as ex officio on several other committees;
- Provide leadership for the accreditation process, and uphold academic standards set by professional accrediting bodies;
- Commit to inclusive and collaborative leadership that is a hallmark of Clarke University; set a pace for deliberation and decision making that is both inclusive and purposeful; model humility and servant leadership in a relationship-based culture; listen, facilitate, and empower faculty and staff to realize their professional and institutional aspirations.

CURRICULUM & ASSESSMENT

- Be student centered with a commitment to excellence in teaching and a strong focus on quality learning opportunities for a diverse array of learners;
- Work with the deans of the College of Arts and Sciences and the College of Professional and Graduate Studies and the Curriculum and Assessment Committee to formulate, maintain and implement a high-quality curriculum and academic policies;
- In partnership with the Director of Institutional Research and Assessment and faculty, develop and execute a plan of continuous evaluation of academic programs and teaching effectiveness within the university;

- Advance the role of non-credit bearing professional development, adult degree completion, and graduate education at the university and coordinate activities associated with these programs.

FACULTY DEVELOPMENT

- Lead the university's process for recruiting, hiring, developing, reviewing, and retaining high-quality faculty;
- Make recommendations for faculty appointments, tenure, promotions, compensation, sabbaticals, special leaves, requests for reductions in load and other personnel matters including disciplinary actions;
- Promote and support the professional development and competency of the faculty and staff;
- Implement and ensure compliance with all personnel policies as outlined in the Faculty Evaluation Manual and Employment Manual.

SHARED GOVERNANCE

- Partner with the faculty through the university's faculty governance system as provided in the Employment Manual;
- Collaborate and support faculty committees;
- Support the operations of the faculty governance system and faculty committees;
- Serve on the president's cabinet;
- Support the Board of Trustees Academic Affairs & Student Life Committee and other work of the Board.

BUDGET PLANNING AND FISCAL MANAGEMENT

- Work with the deans, chairs, directors, and budget managers to plan, develop and implement the annual budget for the Academic Affairs Division of the university;
- Provide leadership for budget management for Academic Affairs;
- Work closely with the Vice President for Business and Finance to determine long-term budget planning for Academic Affairs.

ADMINISTRATIVE RESPONSIBILITIES AND OFFICE MANAGEMENT

- Collect, maintain, and distribute information for effective administration of the university's academic programs;
- Oversee the operations of the libraries to ensure that their functions support and align with academic activities;
- Direct and work with the administrative and instructional leaders of each academic department or division;
- Supervise staff and coordinate relevant functions in Academic Affairs, including the following direct reports:
 - Academic Affairs Administrative Assistant
 - Dean for the College of Arts and Sciences
 - Dean for the College of Professional and Graduate Studies
 - Director of Institutional Research and Assessment
 - Director of the Library
 - Registrar
 - Theatre Director in Residence

Other duties as assigned by the President.

PROFESSIONAL QUALIFICATIONS

and Personal Qualities

Clarke University seeks as its next VPAA a visionary leader who personifies the pioneering spirit of the university's founders leading with integrity and humility. Clarke welcomes candidates who possess the leadership experiences and capabilities required to manage a comprehensive graduate and undergraduate institution's academic affairs areas, as well as the capacity to inspire and engage all partners in that work. The VPAA must be eager to embrace the life and mission of a Catholic liberal arts college and enjoy all the challenges and opportunities of a lean and nimble organization whose success depends on inclusive engagement in each other's work for the common good.

The ideal candidate will have significant experience to help them guide Clarke through the demographic, financial and societal challenges facing all higher education. Strong awareness and experience in academic affairs, paired with financial and business acumen is essential, as is an awareness of overall higher education demographics and trends and an understanding of the unique challenges and opportunities facing small liberal arts colleges. The new leader will also possess an appreciation and an enthusiasm for the fit of cocurricular programs like intercollegiate athletics, the cultural arts, community service, and leadership development.

The next VPAA will have a transparent, inviting, and open communication style along with an eagerness to be visible on campus and develop support for common goals by building relationships. They will demonstrate a willingness to listen and consider all voices and the ability to lead change decisively while managing risk. The VPAA will embrace people from all backgrounds as well as a passion to promote and broaden a culture of diversity and inclusion.

The ideal candidate will evidence clear alignment with the values of Catholic higher education, which at Clarke are rooted in the Core Values of the Sisters of Charity of the Blessed Virgin Mary (BVM) to envision a community of freedom, seeking God; education, seeking wisdom; charity, seeking communion; and justice, seeking social justice. They will commit to keeping Clarke "progressive with the times" and exhibit a passion about the mission that encourages personal and intellectual growth, promotes global awareness and social responsibility, and deepens spiritual values.

Clarke University seeks a dynamic and enterprising leader for its next VPAA, someone who is forward thinking and possesses a strong sense of purpose and direction, is fair, open-minded, with strong interpersonal skills, and demonstrates good judgment, leading by example with self-confidence but without self-importance.

The VPAA will demonstrate a successful track record as an educator. An earned terminal degree from an accredited institution of higher learning and a demonstrated record of teaching excellence and/or academic administration in a private institution are strongly preferred. They will understand and embrace the central role of faculty and students within a university community and take responsibility for the education process. The VPAA will be committed to the liberal arts and will have a strong appreciation for the role of graduate and professional programs within the liberal arts setting.

PROFESSIONAL QUALIFICATIONS

and Personal Qualities

The Vice President for Academic Affairs and Dean of the Faculty will inherit a community that is based on mutual respect, trust, and an open, accessible style of communication.

Ideally, the VPAA should also demonstrate:

- exceptional communications skills, especially the ability to be compelling with the spoken and written word and outstanding listening skills;
- experience in or committed support for faith-based higher education;
- a student-centered approach to education and administration;
- an understanding of trends and issues in higher education nationally;
- an understanding of and appreciation for the appropriate role of technology in higher education;
- a strong commitment to diversity, equity, and inclusion in the student body, the faculty, and the administrative staff;
- a track record of innovation and use of current technology, especially in the development and delivery of educational programming and administration; and
- energy and enthusiasm; decisiveness, clarity of thought, self-awareness, a tolerance for ambiguity, courage of their convictions, and a sense of humor.

MISSION

Clarke University is a Catholic academic community that believes learning is lifelong and life changing. We inspire intellectual curiosity, cultural engagement, professional preparedness, spiritual exploration, and a commitment to contributing to the common good in a global society.

CLARKE UNIVERSITY CORE VALUES STATEMENT

Clarke University is a learning community that lives by four core values: Education, Charity, Justice, and Freedom. These values emanate from our founder Mary Frances Clarke, the Sisters of Charity of the Blessed Virgin Mary, and those who follow their example to provide learning experiences that are relevant and forward looking.

EDUCATION

As a community seeking wisdom, we help all to appreciate learning opportunities that enable persons to reach their full potential.

CHARITY

As a community seeking to welcome all, we contribute to the well-being of others and the common good.

JUSTICE

As a community standing with others, we strive to create a society that recognizes the dignity, equality and rights of all people and to respond faithfully to one another.

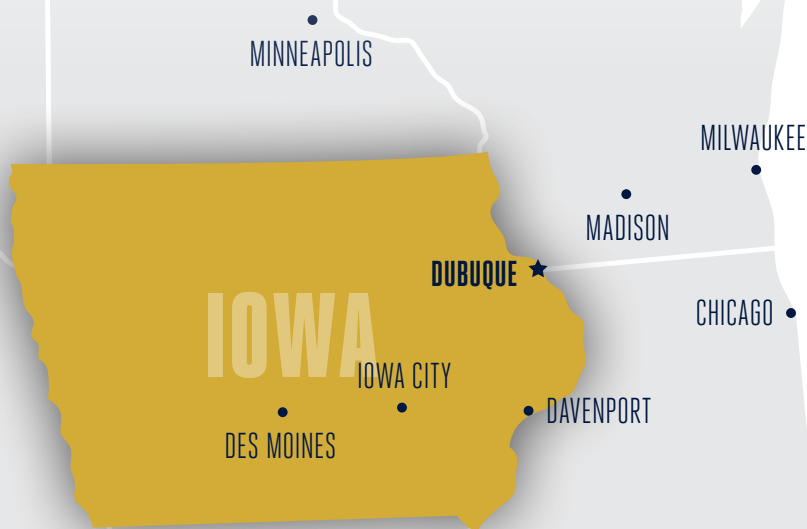
FREEDOM

As a community seeking to live authentic lives, we invite all to be open to God's love and to be true to their best selves.



DISCOVER DUBUQUE

Masterpiece on the Mississippi



Dubuque is centrally located for most of the Midwest. With a population of 58,000, it's a great mix of culture and careers – a city that benefits you both inside and outside of the classroom.

From live outdoor music performances and gourmet cuisine to kayaking and hiking/biking trails, Dubuque is bustling with action. It is a safe city with an appealing mix of creative sophistication and diverse opportunities; it is an area rich with culture and vibrant with revitalization. Here you'll find street art in the form of 40+ original murals scattered throughout downtown and a lavish volunteer-run botanical garden. The historical downtown Millwork District is energized with unique ethnic eateries, coffee houses, and local boutiques. And, at Dubuque's heart, is the expansive Mississippi River.

DRIVING TIMES

Chicago, Illinois	3:30
Davenport, Iowa	1:30
Des Moines, Iowa	3:00
Iowa City, Iowa	1:40
Madison, Wisconsin	1:30
Milwaukee, Wisconsin	2:45
Minneapolis, Minnesota	4:30
St. Louis, Missouri	5:30



**RANKED AMONG 30 BEST
SMALL CITIES IN THE U.S.**

according to Alot Travel



**NAMED A 2019
ALL-AMERICA CITY**

by the National Civic League



**RANKED NO. 10 ON LIST OF
"GREAT PLACES TO LIVE"**

according to Kiplinger



PROCEDURE

for Candidacy



Inquiries, nominations, and applications are invited. Interested individuals should submit their materials online at <https://clarke.applicantpool.com/jobs/>.

Applications must include a cover letter outlining your experience and success in academic affairs, current curriculum vitae or resume, and the name and contact information for three professional references, none of whom will be contacted until a later stage of the search or without the formal permission of the candidate. Preference will be given to applications received by March 1, 2021; however, the search will remain open until the position is filled.

Clarke University is committed to fostering a welcoming campus community that celebrates the unique contributions of each person and promotes an inclusive learning environment. To this end, we strive to respect diversity, practice inclusion and seek equity.