

A man in a light-colored, long-sleeved button-down shirt and light-colored trousers is standing in a modern office or meeting room. He is pointing with his right hand towards a large digital display screen. The screen shows a website interface with a navigation bar, a grid of content blocks, and a section titled "DONATION DROP OFF & PICKUP". The background is a blurred office environment with large windows and modern lighting. The entire image has a purple color overlay.

ASSISTANT VICE PROVOST FOR ACADEMIC AFFAIRS

EXECUTIVE POSITION PROFILE

The Opportunity

K-State seeks an experienced leader to fill the role of assistant vice provost for academic affairs.

Joining the dynamic leadership of Provost and Executive Vice president [Jesse Perez Mendez](#) and newly appointed Vice Provost for Academic Affairs and Innovation [Margaret Mohr-Schroeder](#), the assistant vice provost for academic affairs will serve as a key member of the vice provost's team. The assistant vice provost will drive academic excellence through program development and reviewing and monitoring the academic portfolio and curricula across the university to ensure K-State's academic enterprise supports the [Next-Gen K-State](#) strategic plan as the university takes its position as the nation's leading next-generation land-grant university. A key area of focus of the Next-Gen K-State Plan involves growing the academic enterprise and increasing enrollment to serve an expansive learning population, with supporting strategies and related strategic imperatives throughout the plan.



As a member of the newly created Office of Academic Affairs and Innovation, the assistant vice provost for academic affairs will have the following opportunities and expectations:

Elevate and Innovate in Academic Affairs – The assistant vice provost for academic affairs will oversee and coordinate academic policy, program development and assessment practices, ensuring alignment with K-State's strategic plan. They will stay informed on higher education trends, contributing to the university's forward-thinking approach. Successful candidates will possess strong leadership and management skills, with the ability to align academic affairs with strategic goals. They will be strategic thinkers and adept at planning and coordinating academic programs in alignment with the university's mission and goals.

Shape and Uphold Academic Policies - The assistant vice provost for academic affairs will lead the development, interpretation and compliance of academic policies. They will collaborate with shared governance groups to ensure policies are thoroughly reviewed and uniformly interpreted. Candidates will have a keen understanding of policy development and compliance, with the ability to work collaboratively with governance groups and ensure consistent policy interpretation. They will be detail-oriented and knowledgeable in policy development, capable of ensuring compliance and effective policy implementation.

Champion Inclusive Academic Excellence - Managing academic program development, review and evaluation will be a key responsibility for the assistant vice provost for academic affairs, playing a crucial role in supporting diversity and inclusion efforts. Candidates will demonstrate a commitment to diversity and inclusion, with experience in managing academic program development, review and evaluation processes. They will be effective communicators and collaborators, skilled in managing academic-related processes and supporting an inclusive academic environment.

Foster Professional Growth and Recognition - The assistant vice provost for academic affairs will promote professional and leadership development opportunities for faculty and oversee academic awards and recognition programs, fostering a culture of continuous improvement and excellence. They will be dedicated to promoting academic development, with a focus on professional growth, leadership opportunities and recognition programs. Candidates will be proactive and innovative, committed to enhancing academic development and recognition and fostering a supportive and growth-oriented culture.

For information on how to apply or to submit nominations, please refer to the Search Process section at the end of this document.

Duties and responsibilities

Academic Policy Development and Coordination

- Monitor the external environment to stay aware of trends in higher education, both in Kansas and nationally.
- Support the alignment of academic affairs with the priorities, goals and strategies of the university's strategic plan.
- Manage, develop, interpret and coordinate policies for advancing academic programs at all levels within the university.
- Work with university administration, governance bodies, college and departmental leadership and faculty to review student learning outcomes at the institutional, program and course level with support from the Office of Assessment.
- Engage key internal stakeholders in developing and implementing standard assessment practices and procedures that are supportive of an inclusive community.
- Oversees the university's Academic Program Review and Revitalization (APRR) processes and continually review program assessment and evaluation procedures and revise as necessary.
- Work with the Office of Data, Assessment, and Institutional Research to support the process of identifying, applying for and maintaining accreditation for the university and relevant programs across the university.
- Assist colleges, departments and program leaders in developing new academic program proposals and evaluating their programmatic offerings in preparation for Kansas Board of Regents, or KBOR, submission.
- Serve as the provost's liaison to the faculty senate's academic affairs committee. This includes monitoring and engaging with faculty senate committees, as appropriate, to support the continued review and evolution of academic program policies and gathering leadership and faculty input to ensure university academic program policies are reviewed by faculty members and uniformly interpreted.
- In coordination with the university's faculty affairs and academic innovation functions, establish and maintain a standard and streamlined structure across the university that allows for expedited program delivery at all levels, prioritizes the university's strong culture of shared governance and maintains high levels of academic quality and integrity.
- Coordinate with the registrar's office on the annual development of course catalogs and academic calendars.

Internal and External Coordination

- Work with university faculty affairs (e.g., assistant vice provost for faculty affairs, faculty senate faculty affairs committee) to gather leadership and faculty input to ensure university policies are reviewed by faculty members and uniformly interpreted.
- Work with faculty affairs and faculty senate to drive faculty participation in the development of new university policies.
- Engage with students and staff to create an inclusive community of excellence.
- Monitor and engage with faculty senate committees, in coordination with faculty affairs, to support the continued review and evolution of academic policies.
- Monitor and engage with the general education council and the [K-State Core](#).
- Work closely with the Office of Enrollment Management to support coordination of general education and systemwide transfer work. Support coordination with the Kansas Board of Regents to align university academic affairs with state higher education policies and programs.
- Prepare regular academic affairs reports for the Kansas Board of Regents on behalf of the university.
- Work closely with the university's academic innovation function to ensure new programs are compliant with university and system-wide policies and regulations.
- Coordinate with the university's academic innovation function to advance institutional processes for academic innovation and related awards or funding.
- Maintain regular communication with the university registrar and Office of Enrollment Management, keeping them informed of current activities and ensuring alignment of communications regarding programs and curricula.
- Collaborate with the Office of International Programs to ensure study abroad curricula align with broader university guidelines and strategic imperatives.
- Participate in committees, task forces or work groups that impact academic affairs, as necessary.

Requirements

The successful candidate will be an accomplished communications professional of unquestioned integrity, sound judgement and high energy, with a commitment to collaborative work and empowerment, a passion for higher education and the ability to support and inspire colleagues.

Educational requirements

- A doctoral or other terminal degree from an accredited institution.

Required competencies/qualifications:

- University teaching experience.
- 7+ years of relevant administrative experience.
- Demonstrated success supporting and motivating faculty in a university environment.
- Demonstrated success in engaging in the student experience (e.g., student success, student initiatives, inclusive excellence).
- A record of distinguished academic achievement that satisfies the requirements for the rank of tenured professor in one of the university's academic departments.
- Proven leadership and strong management skills, including the ability to manage and prioritize multiple activities.
- Demonstrated ability to plan, develop, oversee and assess strategic activities involving academic programs.
- Able to build strong working relationships and partnerships with academic leaders and stakeholders across a large, complex and diverse university.
- Experience engaging in shared governance in academic affairs.
- Knowledgeable about the types of stakeholders and stakeholder groups that comprise large public, land-grant, research-focused, post-secondary education institutions.
- Excellent oral and written communication skills.
- Outstanding organizational, solution-seeking, management and decision-making skills.
- Demonstrated ability to exercise judgment, discretion and sensitivity to confidentiality.

Preferred competencies/qualifications:

- Experience as an academic department head or advising and supporting academic affairs at a university, college or departmental level.
- Experience using a variety of data sources to support strategic decision-making in academic affairs.
- Proven ability to adapt to changing conditions and be comfortable with the ambiguity that accompanies varied types of credit and noncredit learning at a large public university.

To learn more about Kansas State University, please review our [University Profile](#).



Search process

All applications, nominations and inquiries are invited and will be treated confidentially. Applications are being accepted through our careers website and should include, as separate documents, a CV or resume and letter of interest addressing how you meet the position qualifications and themes in this profile. References will be asked for and contacted when named an on-campus finalist.

The priority application date for this opportunity is Nov 8, 2024.

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.

Applicants must be currently authorized to work in the United States at the time of employment.

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About the institution

Founded in 1863 as the nation's first operational land-grant university, Kansas State is a Tier 1 research university with more than 20,200 students, 1,300 faculty members, 3,000 staff members and three physical campuses: the main campus in Manhattan; the Kansas State Salina campus, home to aviation and technology programs; and K-State Olathe, which serves the industry and workforce needs of Greater Kansas City.

K-State has nine colleges, Graduate School and K-State Online and offers more than 400 degrees and options, from bachelor's to doctoral degrees. K-State Research and Extension also serves the citizenry with a presence in every county throughout Kansas and supports research in more than 20 K-State departments. K-State has an annual budget of more than \$900 million. K-State is known for the passion and pride of its alumni. With more than 200,000 living graduates, the K-State Alumni Association has been No.1 in the Big 12 for more than 25 years, based on the percentage of graduates who are members, and No. 4 among Power Five conferences. Private giving to the university is around \$200 million per year, and the KSU Foundation has an investment pool and endowment of more than \$950 million. The university and foundation recently completed a major fundraising campaign that raised \$1.6 billion. The Princeton Review recognizes the university as one of the nation's best colleges. Kansas State also has been designated as an Innovation and Economic Prosperity University by the Association of Public and Land-grant Universities and is recognized as a Carnegie Community Engaged Institution. Commonly referred to as K-State, the university is proud of its welcoming environment.





University Mission, Vision and Values

The mission of Kansas State University is to foster excellent teaching, research and service that develop the highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation and the international community.

The vision of K-State is that to lead the nation as a next generation land-grant university - setting the standard for inspiring learning, creativity, discovery and engagement that positively impacts society and transforms lives in Kansas and around the world. The university Values and Principles of Community guide how the community lives out its mission. For more information about Kansas State, visit our University Profile.



Diversity and Inclusion

Kansas State University has a long, storied history of embracing diversity and inclusion as a core component of their educational mission.

As the nation's first operational land-grant, K-State has always admitted students without regard to race, gender, or creed. Their commitment to meeting the needs and interests of a diverse student body and preparing all constituents for meaningful engagement in an ever changing, diverse world is unwavering. They believe that diversity adds value to the educational fabric of their institution and students are encouraged to capitalize on the learning opportunities that differences can create. To learn more information about diversity and inclusion at K-State, please visit <https://www.k-state.edu/diversity-inclusion>.



The Community

Situated in the heart of northeast Kansas' scenic Flint Hills, Manhattan's 56,000 citizens enjoy a dynamic community with shopping, dining, entertainment, and nightlife. Manhattan is affectionately known as the "Little Apple," a nod to its East Coast namesake, but has a vibrant culture all its own.

Here is just a sampling of what residents look forward to year-round:

- Shopping, dining, and socializing in Aggieville, a local entertainment district with a fun, energetic vibe.
- A vibrant, revitalized downtown area with fine dining options and local boutiques.
- The Flint Hills Discovery Center, featuring exhibits about the beautiful surrounding region.
- Beautiful outdoor life at Sunset Zoo and The Gardens at Kansas State University.
- Recreation opportunities at the Konza Prairie, Tuttle Creek State Park, Linear Park Trail and more.
- The university's McCain Performance Series, which hosts acclaimed Broadway musicals, comedians, musicians, and other entertainers.
- Exciting Big 12 athletic events (faculty and staff are eligible for discounted tickets).
- Colbert Hills Golf Course, ranked as the top public golf course in Kansas.
- Excellent K-12 education. The local high school ranks among the top 5 percent of U.S. high schools, and the district is home to several Kansas Master Teachers.

Learn more about the Manhattan community at manhattan.org or madeformanhattan.org.





KANSAS STATE
UNIVERSITY