

St. Mary's University
Provost and Vice President for Academic Affairs



Academic Career & Executive Search is pleased to assist St. Mary's University in their search for their Provost and Vice President for Academic Affairs.

For full consideration, applications must be received by September 7, 2021.

St. Mary's University seeks a skilled leader with a demonstrated track record of strategic and visionary leadership to spearhead the development and delivery of innovative, high-quality academic programs that meet the demands of today's workforce and students. The next Provost and Vice President for Academic Affairs will continue to build on the well-established reputation of this successful University. A solid record of innovative program development and enhancements in an institution providing an array of undergraduate, graduate and professional programs along with the ability to build and develop successful community partnerships is required for success.

In addition to being a highly collaborative, results-focused, outward facing academic leader, the ideal candidate understands and is committed to the mission of St. Mary's University, founded in 1852 by Society of Mary (Marianist) brothers and priests. The fundamental responsibility of the Provost and Vice President for Academic Affairs is to support the mission of the University in the context of a Catholic, Marianist liberal arts institution of higher education.

Summary: The Provost and Vice President for Academic Affairs is the chief academic officer of the University providing leadership to advance the education mission of the University and promote a climate that is responsive, focused and innovative.

The Provost and Vice President for Academic Affairs is responsible for managing and facilitating the University's undergraduate, graduate and law school academic vision, quality and goals in accordance with the University's liberal arts and Marianist tradition and mission.

The Provost and Vice President for Academic Affairs oversees the University's academic operations and support services; enrollment management; and career services.

The Provost and Vice President for Academic Affairs reports directly to the President and is the ranking vice president at the University. Reporting to the Provost and Vice President for Academic Affairs are the following: four academic deans, Vice Provost for Academic Affairs, Vice Provost for Enrollment Management, Vice Provost for Career Services and the Associate Vice Provost for Academic Administration and Mission Integration.

The Vice President for Information Technology and Library Services reports directly to the President, but works collaboratively with the Provost, since librarians in the Blume Academic Library report to the Provost for promotions and tenure matters.

The Provost will partner with the Associate Vice President for Diversity, Equity and Inclusion (DEI) to ensure strategic initiatives are aligned with the University's mission and characteristics of a Marianist education that addresses diversity, equity and inclusion. The Provost will play a pivotal role in integrating diversity, equity and inclusion initiatives into the curriculum and fostering an inclusive, engaging and responsible culture of excellence that promotes the development and growth of students, faculty and staff.

Essential Duties

Strategic Planning:

The Provost and Vice President for Academic Affairs' principal obligation is to ensure the University's vision and mission are supported and integrated throughout the educational environment of the University.

- Embodies and fosters the University's mission as a Catholic and Marianist institution, which is committed to the education of the whole person and to link learning and scholarship within a traditional liberal arts academic environment;
- Assists in determining and implementing the University's strategic priorities while responding to the changing higher education environment;
- Develops operational plans supportive of the University's strategy that promote pedagogical and curricular excellence and technical innovation in teaching;
- Supports and improves the University's core curriculum, and undergraduate, graduate and post-baccalaureate programs;
- Promotes quality library services and resources with a clear understanding of the importance and role of libraries in today's setting;

- Promotes and facilitates an integrated approach for recruiting and retaining students;
- Promotes and facilitates curricular activities that help students find their passion and pursue community service and ethical leadership;
- Works to establish mutually beneficial cooperation with area educational entities;
- Presides over the Academic Council, coordinates approval process with Executive Council;
- Serves on the Executive and Leadership Councils, as well as other committees as assigned;
- Serves as the staff liaison to the Academic Affairs Committee of the Board of Trustees.

Program Administration:

The Provost and Vice President for Academic Affairs is responsible for collaboratively working with colleagues to achieve the University's goals for academic programs.

- Directs academic reviews, program accreditations and program assessments and outcomes;
- Directs instructional offerings, develops the academic calendar, and ensures faculty staffing for scheduled courses;
- Directs academic and student support services and provides enrollment and housing reports;
- Directs academic-related ceremonies, such as commencements and academic convocation.

Faculty Management:

The Provost and Vice President for Academic Affairs is responsible for the following functions:

- Makes recommendations to the President for the appointment of all academic deans;
- Participates in the evaluation of faculty in regards to promotion, tenure and salary;
- Makes hiring, retaining and terminating decisions for all faculty members;
- Oversees all faculty recruitment and evaluation processes;
- Oversees the updating and management of faculty policies, including the St. Mary's Faculty Handbook;
- Promotes and facilitates faculty development, including University orientation, Marianist formation and scholarship and teaching;
- Promotes and facilitates academic research and grant funding.

Education, Qualifications, and Required Experience:

- Earned Ph.D. or equivalent from an accredited institution
- Demonstrated record of promoting the mission of a faith-based institution;
- Successful career as a tenured university full or advanced associate professor;
- Current scholarly publication record in academic field or expertise including first-authored and peer-reviewed publications;
- Demonstrated record of promoting excellent teaching, scholarship, and external grant funding in multiple academic settings;
- At least 3 years of undergraduate and graduate academic managerial experience at a senior level;
- Experience with standard academic and professional education accreditation processes;
- Experience with budget and grant management.
- Commitment to St. Mary's University and its Catholic and Marianist mission
- Commitment to a quality education for students of all racial and ethnic backgrounds
- Commitment to fostering a diverse, equitable, and inclusive campus community

- Commitment to fostering shared governance and consensus-building

Mission

St. Mary's University, as a Catholic Marianist University, fosters the formation of people in faith and educates leaders for the common good through community, integrated liberal arts and professional education, and academic excellence.

About the University

[View Complete University Profile](#)

Located on a 135-acre campus in northwest San Antonio, the institution offers a blend of historic beauty and modern facilities and provides its faculty and students with a close-knit academic community.

St. Mary's is a nationally recognized Hispanic-serving institution with a diverse student population of more than 3,500 from all faiths and backgrounds. Of those students, 2,300 are undergraduate students and approximately half of them live on campus. The University provides a quality Catholic education experience to students of the Southwest, as well as other states and countries. Its approximately 200 full-time faculty members are committed to student success in and out of the classroom. St. Mary's has four schools, the Greehey School of Business; the College of Arts, Humanities and Social Sciences; the School of Science, Engineering and Technology; and the School of Law, and 75 undergraduate and many graduate and law programs. The University has online graduate program offerings, while all other programs are primarily offered in traditional classroom settings. Two libraries support the University's academic mission and curriculum: the Louis J. Blume Library and the Sarita Kenedy East Law Library, the largest legal information center in South Texas.

About the Area

San Antonio is the seventh-largest city in the United States and the second-largest city in Texas, with a population of nearly 1.5 million residents. Located in the south-central region of Texas, the city serves as the seat of Bexar County. Despite its size, the city is known for its small town feel and friendly residents.

The jewel of the city is the River Walk, which runs through the downtown area. Lined with numerous shops, bars and restaurants, as well as the Arneson River Theater, this attraction is transformed into an impressive festival of lights during the Christmas and New Year holiday period and is suffused with the local sounds of folklórico and flamenco music during the summer, particularly during celebrations such as the Fiesta Noche del Rio. The Alamo, located nearby, is Texas' top tourist attraction, while the River Walk is the second-most visited attraction. SeaWorld, located 16 miles west of downtown, is the No. 3 attraction. San Antonio is world famous for its Mexican, Tex-Mex and cosmopolitan cuisines at fine restaurants throughout the city. The San Antonio Missions National Historical Park was recognized as a

UNESCO World Heritage Site in 2015.

In San Antonio, culture sings. They celebrate their rich heritage with vibrant parades, food-centric events and lively, local entertainment. We collect medals to show off our San Antonio pride. What started in 1891 as a way to honor the heroes from the Battle of the Alamo has transformed into city-wide party with a purpose, Fiesta. The St. Mary's Alumni Association hosts one of the largest Fiesta events on the University campus every spring. The Fiesta Oyster Bake, now more than 100 years old, raises funds for scholarships for St. Mary's students.

San Antonio has a strong military presence. It is home to Fort Sam Houston, Lackland Air Force Base, Randolph Air Force Base, and Brooks City-Base, with Camp Bullis and Camp Stanley outside the city. San Antonio is home to five Fortune 500 companies; to the South Texas Medical Center, the premiere medical research and care provider in the South Texas region; and to the San Antonio Military Medical Center, the largest inpatient medical facility of the Department of Defense. For more information on San Antonio please visit: www.sanantonio.gov; www.sachamber.org; or www.visitsanantonio.com.

Application Information

For full consideration, applications must be received by September 7, 2021.

Applications will be reviewed as they are received and should include a cover letter and curriculum vita. Please do not email applications. To be viewed by the firm apply directly here:

<https://acesrch.applicantstack.com/x/detail/a21esjy0qu20>

Inquiries, nominations, and referrals will be treated confidentially and may be sent to Jennifer@Acesrch.com.

Position start date: June 1, 2022

As a Catholic and Marianist University, St. Mary's University is guided by the Characteristics of a Marianist Education, which call for the development of respect for the dignity of the person and education for service, justice, and peace. St. Mary's University is a Hispanic-Serving Institution and an Equal Opportunity Employer. All qualified applicants are welcome; we actively encourage minorities and women to apply.