



## Provost and Vice President for Academic Affairs

*St. Bonaventure University is accepting applications for the position of Provost and Vice President for Academic Affairs.*

**Mission:** *St. Bonaventure is a Catholic university dedicated to educational excellence as informed by our Franciscan and liberal arts traditions. In the words of our patron, we believe that there should be “no knowledge without love,” and thus seek to transform the lives of our students, inspiring in them a lifelong commitment to service and citizenship.*

*St. Bonaventure embraces students, faculty and staff of all faiths and cultures and strives to bring out the best in every individual through meaningful relationships. As an academic and spiritual community, we endeavor to prepare our students for the challenges they will face in their professional careers and personal lives.*



**ST BONAVENTURE**  
**UNIVERSITY**



## **About the University**

St. Bonaventure University, founded in 1858, is the nation's first Franciscan university. The interest of promoting Catholic-Franciscan education, the University continues to this day to pursue academic excellence through personalized attention that reflects the Franciscan tradition of valuing human relationships.

Located 75 miles south of Buffalo near Olean, New York, St. Bonaventure's picturesque campus is nestled in the foothills of the Allegheny Mountains known as the Enchanted Mountain region. The neighboring communities of Olean and Allegany provide venues for student off-campus employment, internships, community service, recreation, shopping and dining.

St. Bonaventure University is a community committed to transforming the lives of its students inside and outside the classroom, instilling a real passion for learning and living and inspiring in them a lifelong commitment to service and citizenship. The University's more than 160 full-time faculty are educators and scholars. Dedicated to educational excellence as informed by its Franciscan and liberal arts traditions, the university's full range of programs include 50 majors and programs at the undergraduate level as well as nearly 20 graduate programs in its schools of Arts & Sciences, Business, Communication, Education and Health Professions. More than a dozen graduate programs are offered fully online. St. Bonaventure's approximately 1,830 undergraduate students and 700 graduate students represent 33 states and 18 foreign countries.



## **About the Position**

Reporting to the President, the Provost/VPAA will be the Chief Academic Officer for the University and is responsible for academic program development and evaluation, resource allocation, faculty evaluation, and coordination of the overall academic activities of the faculty and student body. The Provost/VPAA also serves as the number two executive leader of the university and conducts the duties of the Office of President when the president is unable or unavailable.

## **The Ideal Candidate**

The University seeks an academic and institutional leader who is a skilled communicator and listener, is proactive in thought and management style, embraces the mission and is a strong ambassador for the university and an advocate for faculty, students and the academic enterprise.

Candidates for the position should also demonstrate a strong track record with identifiable outcomes in diversity, equity and inclusion and in incorporating institutional mission into curriculum and staff and faculty development.



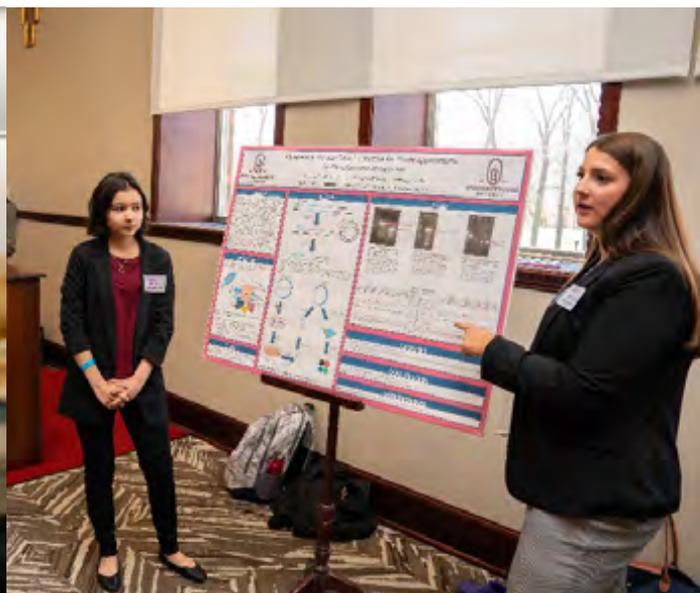
## Requirements, Knowledge, Skills, and Abilities:

- Doctoral degree from a regionally accredited institution.
- Meet the University criteria for a tenured faculty position.
- Embrace and articulate the role of a Catholic Franciscan mission in higher education as well as the core values of the University.
- Ability to advance the role of diversity, equity, and inclusion at the University.
- Experience in administration and teaching at the university level. Administrative experience should reflect undergraduate and graduate level programs and both face-to-face and online programs.
- Comprehensive knowledge of university administration.
- Experience with institutional and program-based accreditation processes.
- A proven track record in strategic planning and academic development and assessment.
- Experience and/or knowledge in fundraising and grant writing.
- Knowledge of principles and practices of budgeting in an academic environment.
- Comprehensive knowledge of federal and state legislation on employment practices.
- A strong commitment to and understanding of shared governance.
- Ability to establish and maintain effective working relationships with staff, faculty, administrators, students, and the public.
- Communicate effectively, both orally and in writing.
- Organize and direct major work operations and work under pressure of deadlines.



## Duties and Responsibilities:

- Serves on the President's Cabinet, participating in overall planning and direction of institutional affairs.
- Provides executive leadership in academic affairs, maintaining the University's high academic standards.
- Proactively leads the academic division of the University focusing on enrollment growth, faculty development and student success.
- Oversees the faculty hiring process and professional development.
- Supervises, directly or indirectly, all academic schools, Technology Services, the University Library, the Regina A. Quick Center for the Arts, the Franciscan Institute, the Records Office, and the Student Success Center.
- Coordinates operations of the Office of Provost and VPAA and other administrative offices.
- Serves as the liaison and ex officio member on the Board of Trustees Academic Affairs Committee.
- Provides input and/or recommendations on the results to be achieved; has broad latitude to set goals and determine how to accomplish results.
- Is accountable for financial decisions that impact the School/College or VP area and contributes to financial decisions that impact the institution.
- Participates broadly in the overall budgeting process.
- Supervises other academic supervisors. Has responsibility for employment decisions for direct reports and oversight for indirect reports.





## **Application Procedure**

**Deadline: March 20, 2023**

Applications and nominations should be submitted electronically to:  
Cheryl Hyatt or Jann Weitzel  
[SBU@hyatt-fennell.com](mailto:SBU@hyatt-fennell.com)

Applications should include a Microsoft Word attachment or PDF including the following:  
A cover letter  
Current CV  
Contact information for five professional references

Nominations should include:  
Name of nominee  
Current contact information

All applications and nominations will be considered highly confidential.

*St. Bonaventure University provides equal opportunity in its admissions, employment, and all educational programs and activities without regard to race, color, national or ethnic origin, gender, marital status, sexual orientation, religion, age, disability, veteran status or any other legally protected category.*

