



TOUGALOO

1869

COLLEGE

Where History Meets the Future
STUDENT GOVERNMENT ASSOCIATION 2019-20

Provost/Vice President of Academic Affairs

Vice President for Institutional Advancement

Vice President for Enrollment and Student Services



MISSION: Tougaloo College prepares its students to be lifelong learners who are committed to leadership and service in a global society through its diverse undergraduate and graduate programs. The College is accessible to all persons while making students aware of its rich legacy as an independent, historically black liberal arts institution, affiliated with the United Church of Christ and Christian Church (Disciples of Christ).

VISION: As a thriving internationally recognized institution, Tougaloo College will prepare its graduates to be productive in their time and lead the change for a better world.

PURPOSE: Tougaloo College acknowledges and respects its traditions; remains dedicated to the equality of all people; and continues to be a value-oriented community where students are guided by concerned faculty and staff.

Tougaloo College applies current knowledge to prepare students for lifelong learning and emerging technologies, as well as holistically humane standards in a global society.

Tougaloo College offers undergraduate and graduate programs designed to encourage students to apply critical thought to all areas of life; to acquire a basic knowledge of the humanities, natural sciences, and social sciences; to develop skills required in selected professions; and to provide leadership and service in a changing world.

Tougaloo College prepares its graduates to become self-directed learners and self-reliant persons capable of dealing with people, challenges, and issues.

Tougaloo College contributes to the social, health, and educational needs of the local and state communities through a program of community service.





Tougaloo College is a private, coeducational, historically black four-year liberal arts, church-related, but not a church-controlled institution. It sits on 500 acres of land on West County Line Road on the northern edge of Jackson, Mississippi. In *Good Biblical Style*, the Amistad, the famous court case that freed Africans who were accused of mutiny after they killed a part of the captor crew of the slave ship Amistad and took over the vessel, begat the American Missionary Association. The American Missionary Association begat Tougaloo College and her five sister institutions.

Tougaloo College has gained national respect for its high academic standards and level of social responsibility. The College reached the ultimate demonstration of its social commitment during the turbulent years of the 1960s. During that period, Tougaloo College was at the forefront of the Civil Rights Movement in Mississippi, serving as a safe haven for those who fought for freedom, equality, justice, and the sanctuary within which the strategies were devised and implemented to end segregation and improve race relations. Tougaloo College's leadership, courage in opening its campus to the Freedom Riders and other Civil Rights workers and leaders, and its bravery in supporting a movement — helped change the state's economic, political and social fabric of Mississippi and the nation.

Aside from its social commitment, Tougaloo College has continued to strive to create an environment of academic excellence and a campus of engaged learners. The administration and faculty continue to challenge students to be prepared to take advantage of opportunities available in a global economy and to become leaders who will effect change. The faculty has grown in quality and size, diversity has been enhanced, and the physical landscape and campus infrastructure is evolving. New curricula have been added. Partnerships and networking relationships have been established with many institutions such as Brown University, Boston College, Tufts Medical and Dental Schools, the University of Mississippi Medical Center, New York University, and other international programs.

Tougaloo College has moved forward on many different fronts. Its graduates are distinguished and engaged in meaningful work throughout the world. As the College navigates through the twenty-first century, student success remains our highest aim – ensuring that they are prepared to meet the global challenges of a changing world.

Provost/Vice President for Academic Affairs (P/VPAA)

The Provost/Vice President for Academic Affairs (P/VPAA) sits on the President's Executive Cabinet and is an essential member of the senior leadership team. The President evaluates the P/VPAA. This person must be highly ethical, trustworthy, credible, loyal, and respectful, must lead with a clear, focused commitment, seek creative and innovative solutions to problem-solving, and be a capable administrator who is motivated by a spirit of servant leadership. Further, this person must be an impartial administrator who commands the respect of colleagues, benefactors, and students. In the absence of the President, the P/VPAA along with other members of the Cabinet, carry out the President's essential duties.

Responsibilities:

The P/VPAA is responsible for the day-to-day leadership and administration of the Division of Academic Affairs.

Among a wide range of responsibilities, the P/VPAA's duties encompass the following:

- Facilitates the creation and execution of a shared academic vision for the College.
- Leads and engages a very active and collaborative core of deans and other academic leaders to advance the College's mission, vision, and strategic plan collectively.
- Supports an environment that recognizes excellence and promotes a positive atmosphere of achievement and pride for students, faculty, and staff.
- Advocates and promotes quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a diverse college environment.
- Assumes general responsibility for coordinating all phases of the instructional program, including class schedules, teaching assignments, teaching loads, teaching competency, and academic advising.
- Oversees and coordinates the annual faculty evaluation, supervises faculty policies and procedures, and the yearly review of direct reports in the following areas:
 - School of Education, Supervision, and Instruction
 - School of Humanities
 - School of Natural Sciences
 - School of Social Sciences
 - Office of Sponsored Programs
 - First and Second-Year Program
 - Institutional Effectiveness
 - QEP/Faculty Development
 - Honors Program
 - Library
 - Tougaloo College Development Foundation
- Coordinates the academic and curricular programs, including general supervision of program development and the assurance of course syllabi and lesson plans including adherence to attending weekly convocations.
- Recommends initial appointment/reappointment of the faculty, or if necessary, the termination of faculty in consultation and approval of the President.
- As a member of the Cabinet, works with vice presidents to support the President in working with the Board of Trustees by preparing progress reports in program areas, and making recommendations for the approval of the President and Board.
- Serve as senior leader assigned to support the Board of Trustees' Educational Planning and Policy Committee.
- Leads and motivates the faculty around the changing needs of students in the coming decades and reorients the curriculum accordingly to meet these changes without compromising the fundamental Tougaloo tradition and values.
- Guides and receives recommendations from the Faculty Senate and other representative organizations regarding the planning, implementation, and review of academic programs, services, activities and related matters.
- Understands and promotes the role and use of technology in the instructional environment.
- Participates in team-based decision-making and supports the decisions of the leadership team and the President.
- As a member of the Cabinet, works with vice presidents to support the President in working with the Board of Trustees by preparing progress reports in program areas, and making recommendations for the approval of the President and Board.
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Experience:

- The ability to set high standards for faculty and willingness to communicate those standards with exceptional clarity.
- Knowledge and experience in curriculum development and innovation.
- Knowledge and experience in accreditation self-evaluation and service on an accreditation evaluation team.
- Knowledge and experience in Student Learning Outcome (SLO) design, development, implementation, and assessment.
- Knowledge of computers and computer applications that support management systems and business office functions.
- Knowledge of strategic planning processes.
- Knowledge of budget development and planning.
- Knowledge of accreditation standards, namely SACSCOC.

Required Qualifications

- An earned doctorate from an accredited institution.
- Ten years of successful full-time postsecondary teaching and administrative experience at the department head level or above.
- A distinguished record of academic leadership with a demonstrated commitment to scholarship, learning, and service.
- Demonstrated skill in respectful, sensitive communication with diverse people in their cultures, languages, and abilities.
- Demonstrated sensitivity to work with diverse academic, socioeconomic, cultural, and ethnic backgrounds of members of the College.
- Demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the College to meet accreditation standards.
- Demonstrated advocacy for addressing the needs of the underprepared student.
- Demonstrated commitment to academic quality and standards.
- Demonstrated support for faculty and staff development.
- Demonstrated ability to work effectively and cooperatively with diverse constituents within a participatory governance environment.
- Demonstrated support for and encouragement of faculty and student scholarship.

Tougaloo College is being assisted by the search firm of Hyatt-Fennell, Executive Search Plus. Nominations and application materials should be submitted electronically to tougaloovpaa@hyatt-fennell.com. Applications will include a letter of interest, a current résumé/CV, and contact information for five professional references. Applications will be reviewed as they are received and should be submitted by May 31, 2023 to receive full consideration. All applications and nominations will be considered highly confidential. Tougaloo College is an Equal Opportunity/Affirmative Action Employer.

Vice President for Institutional Advancement

The Vice President for Institutional Advancement serves as a member of the President's Cabinet and is the Chief Advancement/Development Officer of the College. S/He provides strategic direction and leadership for the division and for supporting, developing and directing staff towards meeting fundraising goals, improving outreach and increasing visibility of the College locally, regionally and nationally. The Vice President for Institutional Advancement is responsible for major gifts, planned giving, annual fund, advancement services, sponsored programs and research, alumni relations, corporate and foundation relations, special events, communications, marketing and public relations.

Experience/Qualifications:

- Master's degree and ten or more years in fundraising.
- Strong organization and strategic instincts, team oriented and proactive management style that results in effective decision making and attention to detail; ability to work in a fast paced environment.
- Demonstrated superior oral and written communication skills; possession of high energy and integrity.
- Ability to multi-task, manage time effectively, work independently, work effectively as a leader and as a team member, make sound judgements, be flexible, formulate clear policies, follow-up with staff and volunteers and hold staff accountable for performance goals.
- Ability to work with a wide variety of constituent groups including students, faculty, staff, trustees, alumni, friends and the community.
- Possession of tolerance, understanding, sense of humor, excellent organizational skills, solid analytical and interpretative skills, computer skills including usage of database software.
- Lead the effort to tap the full potential of Tougaloo College's donor prospect pool; strategize with the President, Campaign Counsel and Campaign Steering Committee to approach major gift prospects and donors; partner with the President to articulate and promote the vision of the College and work collaboratively with trustees and key volunteers to identify, cultivate and solicit both major, corporate and foundation prospects.
- Fulfill the primary role in planning executing the College's comprehensive capital campaign and representing Tougaloo College to its various constituents and the community at large; coordinate meetings and work of the campaign, steering committee; maintain an active portfolio of prospects and volunteers for cultivation and major gift solicitation.
- Work with the Institutional Advancement team, President's Cabinet, trustees and volunteers to identify, cultivate, solicit and steward major donor prospects for gifts of \$100,000 and above through the moves management process that drives results and build donor relationships for Tougaloo College.
- Set the vision and strategic direction for programs that seek to involve alumni and friends in advancing and supporting the fundraising priorities and raise the College's visibility with its internal and external constituencies; interface on an ongoing basis with the leadership of the Tougaloo College National Alumni Association, local chapters and other active volunteers.
- Provide leadership and strategic direction for the development and implementation of the corporate and foundation relations program, Annual Business Luncheon, and the development DocuSign Envelope ID: 1BDA1833-A1A1-4C30-844D-4D60786610A1 and execution of a planned giving program as part of the overall major gift initiative in conjunction with the comprehensive capital campaign.
- Provide leadership and strategic direction for the comprehensive, integrated marketing communications and public affairs program for enhanced and customized communication tools (i.e., proposals, books, reports, programs, events and conferences); design and develop publications including capital campaign materials, brochures and other promotional materials to advance the visibility and image of Tougaloo College locally, regionally and nationally.
- Provide leadership and strategic direction for the advancement services operations of the Office of Institutional Advancement including donor relations, stewardship, gift processing, prospect research and special events; ensure that donor inquiries are addressed promptly and courteously; gift records are accurate and up-to-date; and the database is current and accurate.
- Develop and write proposals for submission to governmental agencies, corporations and foundations; write and edit articles, reports, programs, and various print and electronic materials

- Provide leadership and strategic direction for sponsored programs and research including effective pre-award and post-award processes and procedures designed to enhance the effective and efficient administration of all awards funded by government agencies, corporations and foundations.
- Train volunteers and faculty and staff to assist with implementation of the comprehensive capital campaign and to promote an effective fundraising climate/culture throughout the College and among the various constituents; assist the various constituents to understand their roles and responsibilities for attainment of fundraising goals.
- Interact with other offices on campus as needed and help to ensure that ongoing communication occurs; prepares quarterly, semi-annual, annual and other reports for dissemination to constituents of the College.

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Vice President for Enrollment and Student Services

The Vice President for Enrollment and Student Services is a senior administrator responsible for the development, implementation, coordination, and evaluation of the institution's comprehensive strategic enrollment plan, initiatives and outcomes aimed at increasing new student enrollment, retention, and graduation rates, while providing vision and leadership to the institution in all areas of enrollment management.

The Vice President must be innovative, energetic, and adept at promoting current academic and student-centered programs, as well as bringing forth recommendations for new recruitment and enrollment initiatives, marketing and communication strategies, financial aid leveraging strategies, retention, tuition net revenue strategies, and academic programs that match the College's mission, resources, and market demand.

The Vice President of Enrollment Management and Student Services reports to the President working collaboratively as an intricate part of the Executive Cabinet and the Extended Cabinet concertedly with other college leaders. The Vice President of Enrollment Management and Student Services creates a campus culture that promotes excellence in student services, provides a safe and welcoming campus environment for a diverse student body, and fosters a sense of community. The Vice President facilitates the overall leadership, administration, and management of the Division of Enrollment Management and Student Services, including the Offices of Admissions, Recruitment, Academic Records/Registrar, Residence Life, Public Safety, Student Activities, Title IX, Counseling Services/ADA Compliance, and Zero Tolerance.

Responsibilities:

- Provide leadership, supervision, and guidance to the Directors of the Offices of Admissions, Recruitment, Registrar, Residence Life, Public Safety, Student Activities, Title IX, Counseling Services/ADA Compliance, and Zero Tolerance.
- Institute a student lifecycle management approach that develops students academically and holistically.
- Develop and implement marketing strategies to increase new student enrollments while raising awareness of all the institutional programs and mission to a broad spectrum of audiences.
- In coordination with the President, provide leadership to establish and meet the yearly enrollment goal by coordinating and promoting effective recruitment programs and enrollment services.
- Apply behavioral modification and adaptive behavior training and education to the student experience.
- Seek grants and partnerships that support student engagement and success initiatives.
- Work to market and brand the college to support enrollment growth.
- Use digital and social media marketing in all areas of the Division of Enrollment Management and Student Services.
- Implement Sexual Assault and Violence Prevention training and education.
- Offer a holistic approach to student programming, activities and initiatives while seeking best practices to remain current and forward-thinking. Develop programs, services, and policies that enhance the quality of the student experience.
- Illustrate a strong relationship with educational leaders throughout the state and country that will promote partnerships and collaborations.
- Work with staff, students, and faculty across all divisions to foster collaboration.
- Embrace leadership training in social justice and activism for all students.
- Develop, implement, and assess a strategic enrollment management plan to ensure recruitment goals, policies, practices, and actions to produce successful student recruitment and retention results consistent with Tougaloo College's mission, vision, the College's strategic plan and academic strategic direction.
- Establish, implement, and monitor program evaluation systems for all programs and services within the Division.
- Utilize state, regional, and national data to create predictive models of enrollment trends and results.
- Lead and support the Student Services Council, Enrollment Management Advisory, Scholarship Committees, and other committees throughout the College to develop and shepherd policy through the approval process to implementation.
- Facilitate SACS requirements and guidelines within the Division

- Support the higher education theory of shared responsibility, especially in holding all employees accountable for adhering to policy, procedures, and department protocols.
- Represent the College by engaging in community activities as well as serve on community boards.
- Provide leadership for all communication to all students on college-wide issues, excluding academics. Provide articles and stories about students to the Department of Communications for publication in college communication, website, and social media.
- Demonstrate effective interpersonal communication skills, to competently present the Tougaloo College unique story to potential students and supporters of the college.
- Ensure compliance with federal, state and college regulations and policies.
- Represent the College and the President in community events that deal with student matters and activities.
- Perform other appropriate duties as assigned by the President.

Required Experience:

- Doctorate required, dissertation phase acceptable, ten (10) years of progressively responsible experience within higher education, student services, proven track record in admissions and recruitment policies and enrollment growth strategies.
- Understand how to position the college, in collaboration with marketing, to raise its profile, both internally and externally, through various media and various constituents to attract and retain new enrollment
- Possess an entrepreneurial spirit, grant and proposal writing, management, and reporting, while simultaneously having the ability to be deeply collaborative throughout the college community.
- Possess a strong understanding of marketing research skills and financial aid/scholarship leveraging.
- Knowledge of implementing and evaluating a comprehensive enrollment marketing/communication plan.
- Extensive experience bringing others together to advance institutionally wide goals and objectives to support student success.
- Demonstrate an understanding of and experience with assessing student learning outcomes, career pathways, and co-curricular activities.
- Knowledge and understanding of student development theory and programs, student due process policies and procedures, current issues, and student development trends.
- Knowledge and understanding of evaluation techniques and methods, data focused decision making, skills in supervisory practices, and techniques.
- Strong computer skills, including technical support and delivery of student programs and services.
- Knowledge and skills in using integrated software systems, including proficiency in Microsoft Windows application software.
- Knowledge of mediation and/or conflict resolution strategies and methods, skills in mediating disputes between students, staff and students, staff and students/parents, and community representatives.

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All applications will be reviewed as they are received

All applications should include the following:

- 1) A cover letter
- 2) Current resume / CV
- 3) Contact information for five professional references

All applications and nominations will be considered highly confidential.

Nominations should include: name of nominee and current contact information

For additional information contact:

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724-242-0476

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