Job Opening:

Provost &
Senior Vice-President
for Academic Affairs
The Opportunity
Morris Brown College seeks a Provost/Senior Vice President for Academic Affairs who provides bold leadership in strategic planning, budget management, enrollment management, academic program development and review, research and sponsored projects, academic technology improvements, partnership initiatives, Title III, and faculty development. The College is undergoing significant transformation towards becoming a nationally recognized, globally engaged research and education enterprise. The PSVPAA will be responsible for the fulfillment of this goal. Furthermore, the PSVPAA will be responsible for all academic affairs and priorities as associated with remaining fully accredited through the Transnational Association of Christian Colleges and Schools (TRACS) and yearly renewal with The Georgia Nonpublic Postsecondary Education Commission (GNPEC).

Morris Brown College
Mission Statement
The mission of Morris Brown College is to provide educational opportunities in a positive and nurturing environment that will enable its students to become fully functional persons in our global society. The College prepares graduates to live meaningful and rewarding lives, thereby enabling them to make socially constructive and culturally relevant contributions to society. Morris Brown College, in its commitment to academic excellence, provides experiences that foster and enhance intellectual, personal, and interpersonal development for students who have demonstrated the potential to compete in a challenging undergraduate liberal arts program of study.

Overview
Morris Brown College was founded on Christian principles in 1881 by the African Methodist Episcopal Church and is chartered by the State of Georgia as a private, coeducational, liberal arts college engaged in teaching, research, and public service in the arts, humanities, social and natural sciences and professional programs.
In 1881, 142 years ago, Morris Brown College (MBC) was founded at Big Bethel AME Church by freed slaves for African Americans. It is the only school in Georgia founded, funded, owned, and operated by Black people. Never once since its founding has this national treasure closed its doors. Our journey has not been easy. Despite our challenges, we continued to provide students with a quality education and serve as a pillar in the community.

After three years of diligent restructuring under a new administration, Morris Brown College secured state approval and full accreditation by the Transnational Association of Christian Colleges and Schools (TRACS) on April 26, 2022. The institution came into compliance with the standards and criteria to be deemed a quality institution. The school was evaluated by an on-site peer review team which determined that the institution provided sound instruction and appropriate student services. The college became eligible to apply to the U.S Department of Education to participate in financial aid programs and Title IV funding. Title IV funding was restored in December 2021 after almost 20 years. Such funding was desperately needed to support the students and the overall mission of the college. Morris Brown College just made history!

The students at Morris Brown College are fully engaged in the learning process, entrepreneurial in spirit, and proud to be part of our long-standing tradition of academic excellence. We have top-tier professors who are well-known in academia for instruction, research, and pragmatic education.
The Position

The Provost & Senior Vice President for Academic Affairs serves as Chief Academic Officer for the College and serves as second-in-command during the President's absence. The Provost is the most senior member of the President’s Executive Cabinet and primarily responsible for defining and implementing strategies to advance the Morris Brown College (MBC) strategic plan, research, academic objectives identified in the strategic plan, and education mission. This office is responsible for the implementation of the College’s instructional programs and is the direct supervisor for the development of the faculty. The PSVPAA ensures that MBC’s greatest priorities are academic excellence and student success. The PSVPAA leads the College's commitment to programmatic, pedagogical, and scholarly excellence and innovation across programs in achievement of the mission of the College.
Job Duties (1 of 3)

Job duties for this role include (but are not limited to) the following requirements as demonstrated in the TRACS accreditation requirements, board approved faculty handbook, administrative polices handbook, and state requirements with GNPEC:

- The PSVPAA will provide compelling leadership for the personnel and academic program of MBC’s undergraduate college in the liberal arts tradition; The PSVPAA will work with the faculty to maintain a strong and coherent system of faculty governance, designed to ensure faculty input and accountability within a Christian education institution; As a Christian college, the PSVPAA will be responsible for the integration of Christian values/scripture, faith, learning, work, and service into the curriculum.

- The PSVPAA will provide administrative oversight of instructional programs, academic planning, curricula, and scheduling; the PSVPAA will be responsible for the effective launch and maintenance of Morris Brown College Online and distance learning through instructional technology platforms including Populi or other Learning Management System; the PSVPAA will become certified to teach and supervise online programs and will require Chairs and faculty to use the required learning management system to teach all online courses.

- The PSVPAA will be responsible for all academic affairs and priorities as associated with remaining fully accredited through the Transnational Association of Christian Colleges and Schools (TRACS) and meet state requirements with The Georgia Nonpublic Postsecondary Education Commission (GNPEC) including yearly renewals.

- The PSVPAA will be responsible for the assessment, evaluation, and improvement of academic programs, achievement of learners, quality measurement tools, and accreditation in all programs including online programs; the PSVPAA is responsible for working closely with the President, the Department Chairs, faculty, and academic committee of the Board in fostering a vision and plan for further development of existing academic programs.

- The PSVPAA will be responsible for assessment, data collection, institutional effectiveness, accreditation, and research; The PSVPAA will be responsible for research projects, campus assessment initiatives, analysis and reporting of institutional assessment data, generation of internal and external reports, and monitoring campus accountability and assessment measures including accreditation and state determined performance metrics.
Job Duties (2 of 3)

- The PSVPAA will oversee yearly accreditation reports and assessment and will consult with the President on regulatory issues.

- The PSVPAA will be responsible for holding monthly faculty meetings (or as needed); Additionally, the PSVPAA will be responsible for leading 100% semi-annual faculty classroom observations and evaluations.

- The PSVPAA will be responsible for hiring and leading and/or delegating the training and development of all faculty and ensuring receipt of all accreditation required documents including transcripts and other credentials and records.

- The PSVPAA will monitor faculty credit hour production by reviewing, revising, and approving faculty course loads and office-hour schedules; The PSVPAA will provide strategic vision and leadership for improvement of Georgia Nonpublic Postsecondary Commission on Education (GNPEC) and Transnational Association of Christian Colleges and Schools (TRACS) curriculum and new program development, academic policy development, assessment, staffing/scheduling for the academic programs of the College and will assure timely and effective instructional program review.

- The PSVPAA will be responsible for leading and meeting a 70% student retention efforts from an academic perspective and works with college retention teams to meet retention goals as set forth in the TRACS approved college objectives; The PSVPAA is responsible for the development of retention plans and evaluating the effectiveness of the College's retention efforts.

- The PSVPAA will recruit, hire, and develop a group of outstanding, diverse, promising, and distinguished faculty members; the PSVPAA will direct the pursuit of excellence in undergraduate and professional education in faculty scholarship and research, develop academic programs that advance the common good, enhance MBC’s national reputation, city and regional impact, and reflect the Colleges’ commitment to its core values including community service.

- The PSVPAA will identify, implement, and train faculty to use a new Faculty Information System ie., Portfolium, Interfolio, Google Sites, Live Binder, Lyterati, or Box that allows the management, sharing, updating and assessment of information regarding MBC’s faculty members; through the MBC faculty tenure process, the PSVPAA will promote the College's efforts to expand its scholarly capacity, working closely with Department Chairs in recruiting and supporting research-active faculty who are also excellent teachers.
The PSVPAA will strategically allocate current resources and develop new resources to meet the college mission, vision, and strategic plan by advancing research and supporting faculty through a revived tenure process for accomplished teacher-scholars.

The PSVPAA will be responsible for all academic departments including General Studies; The PSVPAA will be responsible for school assessment as required by TRACS and GNPEC; The PSVPAA will use modern tools and technologies to analyze data and trends to solve problems and create action plans.

The PSVPAA will strategically allocate current resources, develop new resources to meet the college mission, vision and strategic plan, and lead by advancing research and supporting faculty through a revived tenure process for accomplished teacher-scholars.

The PSVPAA will be responsible for revising and improving all academic policies including but not limited to the College Catalog and Faculty Handbook.

Other duties as assigned by the President.
The ideal PSVPAA candidate:

• Holds an earned doctorate; has progressed through the faculty ranks, including significant experience in teaching, scholarship, and service; has a proven track record of success in academic administration at tuition-driven institutions with undergraduate offerings; a special ability to meet all students “where they are” with a specific focus on academic excellence, student success, and serve as the primary person responsible for student learning outcomes.

• Provides dynamic hands-on leadership ie., providing regular feedback, conducting employee coaching sessions, demonstrating by example, keeping communication open, clear, honest, and directly taking part in business operations as needed; serves as a strong hands-on leader who invites feedback and responds to employee comments or concerns.

• Is a highly collaborative, communicative, and transparent leadership style that fosters team building and demonstrates a commitment to the importance of community.

• Possesses a transformational, inclusive, collaborative, and equitable approach to leadership that is inspiring to others.

• Is personable, approachable, and accessible to staff, faculty, and students; demonstrates a high level of enthusiasm and energy in the work of higher education while scaling all academic programs and the academic reputation of Morris Brown College.

Qualifications
Professional Skills & Experience

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The Application Process

The Search Committee will begin to review applications immediately. To be considered, please send your curriculum vitae and a detailed cover letter to careers@morrisbrown.edu

Salary Range: $100,000 to $113,000

Morris Brown College Policy

Morris Brown College provides equal opportunities to all employees and applicants for employment without regard to race, color, religion, sex, age, national origin, disability or status as a Vietnam-era or special disabled veteran in accordance with applicable state and federal laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Benefits:

- Dental/Medical insurance
- Paid time off (2 weeks per year)
- Paid mental health week: In addition to 2 weeks paid time off, each full-time twelve-month employee will receive 5 additional business days off for rest and recuperation for their mental health. (Must be used as 5 consecutive business days off. Time does not roll over).
- 403B Retirement plan (up to 3% match)
- Sick & bereavement leave
- Disability & life insurance available
- Some flexible scheduling with President's approval (including work from home)
- Professional development opportunities (provided by the college)
- As a non-profit, eligible for some student loan repayment/forgiveness perks
- Spouse/children free tuition waiver (after 1 year of continuous employment)
- Family medical leave act (up to 12 weeks of unpaid & job-protected leave)