

Harris Search Associates

I N N O V A T I O N + T A L E N T

MICHIGAN STATE --- UNIVERSITY

Associate Provost for Academic Services Search

Harris Search Associates

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About Michigan State University

Michigan State University (MSU) is the nation's pioneer land-grant university.

As one of the nation's top research universities and a member of the Association of American Universities (AAU), MSU offers nationally ranked academic, undergraduate research, residential college, and service learning programs. MSU leads the nation in study abroad among public universities.

MSU is also a member of the Committee on Institutional Cooperation (CIC), a consortium of the Big Ten member universities plus the University of Chicago. For more than half a century, these world-class research institutions have advanced their academic missions, generated unique opportunities for students and faculty, and served the common good by sharing expertise, leveraging campus resources, and collaborating on innovative programs.

With 17 colleges offering 200 programs of study MSU employs more than 5,000 faculty and academic staff, approximately 6,400 support staff and 18,000 student employees. A diverse and inclusive academic community, in fall 2012 MSU enrolled approximately 37,000 undergraduate, over 9,000 graduate, and nearly 3,400 graduate-professional students.

Campus Profile

Founded 1855

Prototype for 69 land-grant institutions established under the Morrill Act of 1862

Located in East Lansing, three miles east of Michigan's capitol in Lansing

5,200-acre campus with 2,100 acres in existing or planned development

532 buildings, including 103 academic buildings

Research: External funding totaled \$502 million in 2011–12

National leader in study abroad participation among US public universities for eight consecutive years

The only public university in the country with medical schools graduating allopathic and osteopathic physicians, as well as veterinarians

Additional Information

<http://www.msu.edu/about/thisismsu/facts.html>

<http://www.msu.edu/about/rankings-and-recognitions/index.html>

Academic Services

Academic Services, as an academic support unit, is dedicated to the provision of service and academic data resource stewardship for all students and colleges in a manner that upholds the integrity of the academic enterprise. Services provided must address client demand in an increasingly competitive and global environment, and be timely, accurate, and in compliance with Michigan State University policies and governmental regulations. Outreach activities focus on recruitment, financial-aid education, and the education of others to use data resources and applications responsibly.

The Position: Associate Provost for Academic Services (APAS)

<http://www.esp.msu.edu/>

<http://www.esp.msu.edu/AS%20Organizational%20Chart.pdf>

The Associate Provost for Academic Services (APAS) is responsible for the identification and infusion of academic perspectives, context, and culture into the efficient and effective delivery of academic integrated management initiatives across the University. The APAS serves as a nexus point to assure smooth delivery of the curriculum to serve student demand.

Key areas of responsibility include enrollment management, leadership of the Enrollment Services units (Admissions, Financial Aid, Registrar), University Curriculum and Catalog, Academic Program Review, Programmatic Accreditation, Federal, and State compliance, student records policy and implementation, University Commencement, Summer Session budget and participation, and participation, as relevant, in University-wide initiatives. Current staff is approximately 150.

The APAS works closely with the Associate Provost for Undergraduate Education, the Associate Provost for Graduate Education, Chief Information Officer and Director of Information Technology, and all colleges in areas related to admissions, financial aid, student records, academic policies, and systems implementation. The APAS works with the Assistant Vice President and Director, Planning and Budgets in analysis of enrollment strategies.

Enrollment Management

- Collaborative leadership in enrollment management (projections and analysis) from recruitment to graduation (shared with Planning and Budgets, Enrollment Services).
- Leadership of Enrollment Services including Admissions, Financial Aid, and Registrar for enrollment management and collective position management, budget, and service delivery.
- Management of Course-Availability budget and course monitoring.
- Management of Summer Session instructional budget.

Personnel Responsibilities

- Direct supervision of the:
 - Director of Admissions
 - Director of Financial Aid
 - University Registrar
- Shared supervision of Academic Events Coordinator (Office of the Provost)

University Curriculum and Catalog

- Direct University Curriculum and Catalog protocols.
- Overseeing University Academic Program Review Process.
- Overseeing of curricular policy and practice for quality and consistency.
- Resource for academic units in their consideration of program and course requests.

- Resource for development of articulation and consortium agreements.
- Preparation of materials related to academic policies for submission to academic governance.
- Editorial responsibility for the University Catalog (Academic Programs and Course Descriptions).
- Responsible for coordination of MSU's involvement in Statewide Academic Program Review.
- Board of Human Sciences, Great Plains Interactive Distance Education Alliance (Great Plains IDEA).

Student Records Academic Policy and Implementation

- Arbiter of student records issues.
- Student records policy and data security and confidentiality issues regarding systems and processes (shared with Libraries and IT Services).
- Decision-making regarding data release and policy enforcement of FERPA and Michigan State University Access to Student Information.
<http://www.esp.msu.edu/datarequest.asp>;
<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s542>
- Collaborate with academic units and Planning and Budgets regarding academic-record and enrollment external reporting
- Assures compliance with University policies, State and Federal laws, e.g., state authorization, student veterans.

University Commencement

- Direct academic protocol and preparation.

Office of the Provost Staff

- Other duties as assigned by the Provost.
- Represent Michigan State University on:
 - American Association of Collegiate Registrars and Admissions Officers (AACRAO).
 - Academic Affairs Officers, Presidents Council State Universities of Michigan (PCSUM).

- Board of Directors, Great Plains Interactive Distance Education Alliance (Great Plains IDEA).

Standing Committee and Administrative Group Assignments

- Member, University Council
- Member, Campus Infrastructure Working Group
- Co-chair, Enrollment Management Advisory Committee to the Provost
- Member, Public Art on Campus
- Liaison, University Committee on Curriculum

Key MSU Collaborators and Units

- Associate Provost for Undergraduate Education
- Associate Provost for Graduate Education
- Assistant Vice President and Director, Planning and Budgets
- Chief Information Officer and Director of Information Technology
- Deans, Assistant and Associate Deans
- Dean, Honors College
- Dean, International Studies and Programs
- Director, Admissions; Director, Financial Aid; University Registrar
- Director of Assessment, Academic Program Review, and Accreditation
- Director, Residential & Hospitality Services
- Office of the Controller
- Office of the General Counsel
- Office of Governmental Affairs
- University Development

Qualifications

- Eligible for tenured faculty status at Michigan State University or equivalent experience.
- Experience in curriculum, accreditation and enrollment services and enrollment management.
- Broad knowledge of University academic policy, administrative structure, academic governance, and service delivery.
- Evidence of leadership in developing and advancing diversity.
- Evidence of inclusive and decisive leadership in higher education.
- Senior administrative experience equivalent to the level of department chair or above is preferred.
- Administrative and budget experience 7-10 years.

Desired Characteristics, Abilities and Impending Initiatives

- Ability to manage competing priorities, deadlines, and projects simultaneously.
- APAS will serve as sponsor for proposed new student information system.
- MSU may move to common application – previous experience helpful.
- A strong background in strategic enrollment management is a strong plus.
- Continued interest in furthering experience and knowledge in strategic enrollment management is a strong plus.
- Demonstrates ability to facilitate partnerships among academic programs, other divisions of the university, faculty, students, and community constituents.
- Demonstrated integrity, confidence, enthusiasm, initiative, and flexibility.
- Clear ability to think both long range and strategically; bring vision and creativity; and inspire others to active engagement in a common enterprise.
- Able to communicate effectively to multiple constituencies, including University professionals, the academic community and the public.
- Collaborative leadership style and personal facility in exercising leadership within the framework of shared governance.
- High energy and a collaborative management style; enjoys interaction and collaboration; friendly and open with all constituents.

Procedure for Application

MSU is being assisted by Harris Search Associates for this search. Please contact Jeffrey Harris, Managing Partner, for further detail.

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MSU is an affirmative action, equal opportunity employer. MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.