



THE UNIVERSITY OF
TOLEDO



Position and Candidate Specification

Provost and Executive Vice President for Academic Affairs

The University of Toledo

Fall 2023

The Opportunity

The University of Toledo, a student-centered, public metropolitan research university, seeks a distinguished academic and administrative leader to serve as Provost and Executive Vice President for Academic Affairs. Reporting to the President, the Provost and Executive Vice President for Academic Affairs provides executive level leadership and strategic vision for the entire academic mission of the University. In partnership with the President, the Provost is responsible for defining and pursuing institutional, educational, research, clinical, and funding priorities, with operating authority over the academic budget of the University, often in collaboration with other senior leaders. Additionally, as the chief academic officer and the second-ranking executive officer of the University, the Provost has operational authority and leadership over academic and faculty affairs, academic policy, and academic administration, including all faculty recruitment, hiring, tenure, and promotion.

The Provost oversees all aspects of the student lifecycle, including enrollment management, student affairs, student success, and student support services. The depth and breadth of the portfolio requires a talented leader with the ability to foster relationships, gain consensus, and manage multiple priorities, while providing strategic vision for academic affairs. The ideal candidate will possess excellent communication skills and a demonstrated record of success as an academic administrator and manager at a complex institution, preferably with an academic medical center.

Professional Experience and Qualifications

The Provost and Executive Vice President for Academic Affairs will be an accomplished administrator with progressive academic administrative experience. The ideal candidate will have experience with change management and leadership development and should be able to demonstrate the ability to oversee academic affairs, faculty affairs, student affairs, student services, and enrollment management. The candidate should have experience managing complex budgets, preferably in an RCM/IBB model and the ability to integrate fiscal decisions with strategic planning to ensure institutional efficiencies. The successful candidate will possess an earned doctorate degree from an accredited university with a strong record of recognized research, scholarship and teaching commensurate with an appointment as a tenured full professor in one of the University's disciplines.

We seek a forward-thinking visionary with experience developing and promoting programs for the changing landscape of undergraduate and graduate education. Leveraging the strengths and opportunities of our two distinct campuses, the Provost will lead in the development of new and innovative curricular pathways and modes of delivery, work collaboratively with the Office of Research and Sponsored Programs to support research and scholarship, and strengthen our impact on the community and region. They must possess experience with program prioritization and the ability to engage with people at all levels in the process. The candidate will be able to advance the best qualities of the University, elevating recognition of UToledo nationally and internationally.

The successful candidate will be knowledgeable about the challenges facing higher education and have experience at a complex, public institution. Exceptional communication and interpersonal skills are required, as is a record of accomplishment building trust and lasting relationships both internal and external to the University, with people of all backgrounds. The ideal candidate should be committed to enhancing/changing the institutional culture for improved communication, customer service, and community-engaged learning.

Ideal Experience

Ideal candidates will possess many of the following experiences and qualities:

- Ability to work collaboratively with the President and other senior level administrators, faculty, students, staff, and deans both through formal and informal channels.
- Experience working with faculty and staff in a collective bargaining environment.
- Ability to build a strong and collaborative team of direct reports, including vice provosts and deans, who can work across the institution to accomplish shared strategic goals and find operational efficiencies.
- Experience managing multiple complex and often competing priorities.
- Capacity for thorough, orderly, and prompt administration of diverse responsibilities and many operating units.
- Innovation in developing and supporting a suite of academic programs that support a modern and relevant university that incorporates student success as its primary goal.
- Familiarity with evolving modes of delivery and instructional technology.
- Ability to expand the university in the areas of transfer students, adult students, international students, graduate/professional students, and online education.
- Experience with federally funded educational/research training programs, by facilitating program developments contemporaneous with the national trends in training and research.
- Experience implementing a vision for student recruitment and enrollment of undergraduate, graduate, and professional students in the current competitive environment while navigating state challenges to higher education.
- Adept at setting a vision and developing pipelines for enhancing recruitment, enrollment, persistence, and completion of all students. This includes strengthening data collections, providing evaluation and assessment services, and instilling a culture of programmatic evaluations.
- Demonstrated ability to integrate student success best practices and career preparation effectively with academic and co-curricular program delivery to achieve desired student outcomes.
- Strong understanding of the student's perspective and demonstrated commitment to improving the student experience across the university.
- Ability to develop and implement a student lifecycle strategy, improving retention and graduation rates, and enhancing academic support and student services.
- Ability to implement The University of Toledo's new strategic plan with an understanding of the mission, vision, and values of the institution.
- A willingness to work with Faculty Senate, Graduate Council, Research Council, Student Government, and the Graduate Student Association in all areas of academic affairs.
- Committed to transparency and respect for the faculty, staff, and students on both campuses, with demonstrated leadership in promoting high achieving staff and faculty into leadership positions to support their careers and retention.
- Committed to adopting best practices that continually enhance operational, educational and research functioning, i.e., institute a culture of evidence-based positive change.

- Record of commitment to and success in building a university environment that respects diversity, equity, inclusion, accessibility, and belonging for students, faculty, and staff.
- Commitment to promoting meaningful collaboration in research and teaching between the Main and Health Science campuses to maximize the utilization of resources.

Key Relationships

Reports to	Dr. Gregory Postel, President, University of Toledo
Direct reporting units	<p>All academic and support colleges</p> <p>Graduate Studies</p> <p>Enrollment Management and Undergraduate Admissions</p> <p>Academic Finance and Faculty Administration</p> <p>Office of the Dean of Students and Student Affairs</p> <p>University Libraries</p> <p>Registrar</p> <p>Institutional Effectiveness</p> <p>Center for International Studies and Programs</p> <p>Student Success</p> <p>Learning Enhancement Center</p> <p>Center for Excellence in Teaching and Learning</p> <p>The Institute for American Constitutional Thought and Leadership</p>
Other key Relationships	<p>Senior Leadership Team</p> <p>Human Resources</p> <p>Faculty Senate</p> <p>UToledo Chapter of the American Association of University Professors (UT-AAUP)</p> <p>UToledo Foundation</p> <p>Graduate Council</p> <p>Professional Staff Association</p>

The University

[The University of Toledo](#) (UToledo) is a student-centered, public metropolitan research university serving more than 15,000 students located in Toledo, Ohio. UToledo draws students from across the U.S. and nearly 80 countries. The University was established in 1872 and celebrated its sesquicentennial during the 2022-23 academic year. UToledo became a member of the state university system in 1967 and merged in July 2006 with the Medical University of Ohio (formerly Medical College of Ohio).

UToledo is one of 14 state universities in Ohio, offering full and part-time courses of studies as well as day, evening, and online programs at the associate, bachelor, graduate and doctoral levels. The University is accredited by The Higher Learning Commission and is composed of 13 Colleges: Arts and Letters, Business and Innovation, Education, Engineering, Graduate Studies, Health and Human Services, Honors, Law, Medicine and Life Sciences, Natural Sciences and Mathematics, Nursing, Pharmacy and Pharmaceutical Sciences and University College. The University of Toledo employs more than 5,000 individuals and has seven collective bargaining agreements.

UToledo is ranked by U.S. News and World Report in the 2022-23 Best Colleges and 2022-23 Best Global Universities lists. A comprehensive research university, UToledo is known for its curriculum and research in the science, engineering and medical fields. Campus life is fueled by the NCAA Division I Rocket Athletics that earned six Mid-American Conference championships in 2022-23 in football, men's basketball, women's basketball, men's tennis, women's tennis and women's cross country. Our student-athletes had the best academic year in school history in 2022-23 earning a 3.472 GPA in spring 2023 and 3.401 GPA in fall 2022.

The University includes multiple campuses and more than 100 major buildings and a combined area of over 1,400 acres. The Main Campus, known for its Gothic architecture, is in the Ottawa Hills and Old Orchard neighborhoods of Toledo. The 450-acre Health Science Campus includes the University of Toledo Medical Center, which is a Level 2 trauma center, an orthopedics center, and cancer center. The Health Science Campus also houses the Lloyd A. Jacobs Interprofessional Immersive Simulation Center, a state-of-the-art learning facility featuring virtual and interactive learning labs. The University's facilities also include the Center for Visual Arts (located at the Toledo Museum of Art) and the Lake Erie Center, a research and education facility located at Maumee Bay.

The University of Toledo is ideally located within driving distance of several large universities, including University of Michigan and the Ohio State University. This convenient location allows faculty and researchers to develop productive collaborations and partnerships with colleagues at other institutions in the region.

Mission

The University of Toledo improves the human condition as a public research university and academic medical center whose mission is to educate students to become future-ready graduates, cultivate leaders, create and advance knowledge, care for patients and engage our local, national and global communities.

Vision

The University of Toledo will impact the present and shape the future through our actions and discoveries. To achieve this vision, we will:

- Prioritize student success, health and well-being
- Create a diverse community built on foundations of respect, inclusion and belonging

- Embrace a people-first culture where we are known for outstanding student experiences, alumni and donor engagement, patient satisfaction and as an employer of choice
- Launch graduates equipped to think critically, act ethically, collaborate and communicate effectively in diverse environments, and apply their knowledge and skills to analyze and solve real-world problems
- Build on our distinct strengths and invest in areas that increase the University's impact
- Foster research, innovation, discovery and creative work that transform our world
- Partner with our communities to advance our mutual success and create opportunity for all
- Inspire a love of life-long learning and commitment to serving others
- Develop and strengthen relationships that invest in our mission to improve the human condition

Values

- Academic Excellence – We embrace the highest standards of achievement, challenging our students, faculty and staff to reach their greatest potential.
- People-Centered – We prioritize our relationships with our students, faculty, staff, patients, alumni and donors, creating a culture where everyone feels valued, supported and part of the Rocket family.
- Inclusion – We foster belonging, equity and respect for all as part of our commitment to valuing diversity of people and ideas.
- Community – We advance the public good in our regional, state, national and global communities through service and collaboration.
- Research and Innovation – We impact the world around us through innovation in discovery, integration, application, teaching and creative works.
- Integrity – We are trustworthy, acting with honesty, transparency, accountability and authenticity in all we do.
- Efficiency and Effectiveness – We ensure long-term success through fiscal stability, sustainability, alignment, efficiency and operational excellence.

Points of Pride

Thanks to the ongoing commitment of exceptional faculty, physicians, researchers, staff and students, The University of Toledo is proud to continually raise our national status among America's best universities.

The following rankings and recognitions are just a few of the accolades UToledo Colleges and their esteemed programs have earned recently.

- UToledo contributes \$2.8 billion to the region's economy each year. One-third of our graduates stay in the area, fueling the growth of both Toledo and northwest Ohio.
- UToledo is ranked by U.S. News and World Report in the 2022-23 Best Colleges and 2022-23 Best Global Universities lists. UToledo has numerous academic programs — including undergraduate, graduate, online and professional programs — that are nationally ranked by U.S. News & World Report.
- UToledo has identified areas of research excellence in which highly accomplished faculty members are recognized nationally for their contributions to the fields of: Astronomy and Astrophysics; Solar Energy, Water Quality and Sustainable Technologies; and Cell Architecture and Dynamics.
- The Association of Public and Land-grant Universities (APLU) selected UToledo out of its 250 member universities for its 2022 Public Impact Research Award in recognition of our Water Task Force for the work our researchers do keep public drinking water safe.

- UToledo has four astronomers leading some of the very first projects on NASA's new James Webb Space Telescope, ranked #6 among all institutions in the world for successful proposals in this first cycle of observing time.
- Toledo became the second school ever to win back-to-back Cartwright Awards honoring the top school in the Mid-American Conference for excellence in academic, athletics and citizenship for both the 2022-23 and 2021-22 academic years.
- The state of Ohio recognized UToledo with the Collegiate Purple Star award in its inaugural class for support of military and veteran students and their families. UToledo also is consistently ranked by the Military Times as a Best for Vets school.

[Explore our Campus!](#)

The City of Toledo

Toledo is located in northwest Ohio at the western end of Lake Erie, bordering Michigan. Nicknamed "The Glass City," Toledo is home to the glass industry and an automotive industry that includes the Jeep headquarters and numerous businesses that focus on vehicle assembly and parts production. The city also boasts a vibrant arts community, including a nationally recognized Toledo Zoo, world renowned Toledo Museum of Art and the Toledo Alliance for the Performing Arts. Toledo is home to the Mud Hens minor league baseball team and the Walleye hockey team. With three large theaters, an 8,000-seat arena, world-class Metroparks and recreation system along with the city's proximity to Lake Erie, Toledo provides abundant opportunities for a variety of events, outdoor activities, and water sports. Toledo also offers easy access to Detroit and Ann Arbor for additional amenities in cultural and sports entertainment.

The city was founded in 1833 and was originally incorporated as part of Monroe County, Michigan. Toledo was re-founded in 1837 after the conclusion of the Toledo War, when it was incorporated into Ohio. The city grew quickly after the construction of the Miami and Erie Canals and benefited from its position on the railway line between New York City and Chicago. As of the 2020 census, Toledo's population was 266,301, ranking among the top 100 largest cities in the United States.

Application and Nomination Process

Confidential inquiries and nominations are welcomed.

Applications

Application packet must include:

- a) A letter of interest articulating the candidate's relevant experience and interest in the position
- b) A current curriculum vitae
- c) Names and e-mail addresses for five professional references (*References will not be contacted without consent from the applicant*)

Interested candidates must send application packet materials to Melissa Hurst, Special Assistant to the President for Strategic Talent Development at melissa.hurst@utoledo.edu.

Nominations

Submit nominations to melissa.hurst@utoledo.edu with complete contact and e-mail information for the individual being nominated.

For full consideration submit applications by October 16, 2023. A review of candidate materials will begin on October 19, 2023.

EEO Statement

The University of Toledo is an equal opportunity, affirmative action employer. The University of Toledo does not discriminate in employment, educational programs, or activities on the basis of race, color, religion, sex, age, ancestry, national origin, sexual orientation, gender identity and expression, military or veteran status, disability, familial status, or political affiliation.

The University of Toledo provides reasonable accommodation to individuals with disabilities. If you require accommodation to complete an application or for testing or interviewing, please apply online for an [accommodation request](#).