

**THE EVERGREEN STATE COLLEGE
POSITION DESCRIPTION**

Date: November 2003
Position: Academic Vice President and Provost
Location: Seminar II D4112
Incumbent: Don Bantz, D.P.A.
Organization: The Evergreen State College
Position #:
Reports to: President

Position Purpose

The Provost of the Evergreen State College functions as the interface between a structured administration and a non-departmental, autonomous, egalitarian faculty. She/he works collaboratively with the President of the College, along with Vice Presidents for Student Affairs, Finance and Administration, and Advancement. The Provost collaborates with the comparable academic officers of other state colleges and universities, and also represents the College to the state Legislature on academic issues.

Academic setting: In coordination with the Academic Deans, including the Dean of the Library, the Provost ensures that academic standards are maintained, monitors faculty evaluation and development, and oversees assessment of academic programs, accreditation and management of the Library and the academic budget. Beyond these formal responsibilities, the relationship between the Provost and the faculty is fluid and dynamic. The curriculum and other academic matters are developed collaboratively and consultatively by the faculty as a whole, divided into temporary Program Teams and into Planning Units. This work is facilitated by the Academic Deans, with the support and approval of the Provost. The College's success in educational innovation is deeply rooted in the faculty maintaining this degree of freedom and responsibility for the curriculum.

Administrative setting: In the role of Academic Vice President, the Provost is formally responsible for assuring the quality of the College's academic programs. The Provost works with the Vice President for Student Affairs to ensure a high level of academic attainment and to maintain a high quality of student life. She/he also works with the President in responding to external regulatory agencies to promote public understanding of, and support for, the College. The Provost works with the Vice President for College Advancement to coordinate and promote the College's fundraising initiatives.

THE COLLEGE

A Progressive, Public College of Liberal Arts and Sciences

Evergreen has a national reputation for leadership in developing innovative, interdisciplinary, collaborative and team-taught academic programs. Evergreen values a student-centered teaching and learning environment, a link between theory and practice, and a community of diverse students, faculty, and staff working together.

The curriculum is characterized by interdisciplinary studies, team-teaching and active learning. Taught by two or more faculty, most programs are full-time, multi-quarter, intensive learning communities. An expanding evening and weekend program offers the same kinds of features.

In addition to the liberal arts undergraduate programs, Evergreen offers three master's level graduate programs in Environmental Studies, Public Administration, and Teaching.

Along with the home campus in Olympia, Evergreen has a learning community in Tacoma, as well as an undergraduate tribal, community-based degree program throughout the Olympic Peninsula. The Tacoma Program is housed in an urban setting where it has become an important part of the surrounding community.

Public service groups located at The Evergreen State College include:

- Washington Center for the Improvement of Undergraduate Education
- Evergreen Center for Educational Improvement (K-12)
- Labor Education and Research Center
- Longhouse Education and Cultural Center
- Washington State Institute for Public Policy
- Northwest Indian Applied Research Center

The College has approximately 300 faculty and 430 exempt and classified staff. Approximately 4,000 students are enrolled. The 300 faculty members include approximately 160 members on continuing appointments and 100 adjunct faculty. The academic annual operating budget is \$22.5 million.

Opening in 1971, the College is located at the southern tip of Puget Sound on 1,000 forested acres near Olympia, the state capital, between Seattle and Portland. Olympia is an hour's drive from Mt. Rainier National Park, the Pacific Ocean and the rain forests of Olympic National Park.

Committed to incorporating diverse perspectives into our educational program, we believe that significant differences among the faculty, staff and the student body bring profound benefits to our learning community.

Therefore, Evergreen is committed to equal opportunity including the recruitment, selection and retention of a community diverse in culture, ethnicity, gender, sexual orientation and (dis)abilities.

Our overall student population includes 18 percent who are students of color. (At the Olympia campus the percentage is 15; at the Tacoma campus it is 58 percent.) The tribal community-based program has a Native student enrollment of 88 percent.

Overall, 27 percent of Evergreen's faculty and 22 percent of the staff are people of color; 50 percent of the faculty are women.

Among our students, 24 percent are age 30 years or older. Students with (dis)abilities represent 6 percent of the total student body. For more information about Evergreen, please refer to our Web site at www.evergreen.edu.

Features of the Provost's Work

Liberal Arts Education – The College designs the curriculum without typical academic structures or majors. The Provost, Deans and Faculty give continuous attention to ensuring a coherent curriculum that offers students both breadth and depth of study.

Faculty Development and Vitality – Like many institutions, Evergreen is in a period of substantial faculty retirements. To promote teaching across areas and to continue strengthening Evergreen’s unique pedagogy, it is important to give attention to orientation programs for new faculty and to create opportunities for faculty to work together.

Planning and Innovation – The Provost plays a critical role in monitoring the balance between holding on to past accomplishments and commitments while encouraging innovation. The creative tension that results from working with opposing points of view is a hallmark of evergreen’s success.

A Growing and Diverse Institution – Evergreen is now a community of 4,000 students and will grow to 5,000 over the next ten years. This growth presents challenges to long-held values of community and collegiality. The College also needs to maintain and reaffirm a long-standing commitment to diversity.

A Leading Alternative Institution within a State Higher Education System – Evergreen is designated as the liberal arts college in Washington state’s public higher education system. Evergreen is a nontraditional institution and the smallest four-year institution in the state’s system. Evergreen’s Provost provides leadership in framing statewide discussions on higher education policy and must articulate Evergreen’s role as the state’s public liberal arts college.

Expectations of the new Provost include the following:

- In general, assume the traditional role as advocate for and leader of the faculty; this will include but is not limited to:
 - Supporting the faculty’s responsibility for the curriculum.
 - Maintaining an open, equitable system of faculty evaluation and reappointment.
 - Providing a faculty development program that engages faculty in pedagogy and provides opportunities for faculty to stay connected to their chosen academic disciplines.
- Exercise collaborative leadership, fostering dialogue among all members of the campus community, to improve the academic mission of the College.
- Lead the academic effort to engender multicultural values in the curriculum.
- Keep education at the College fresh and progressive by supporting educational research and experimentation, by encouraging the faculty to keep in close touch with parallel developments at other institutions of higher education, and supporting the faculty’s development of new curricular models and programs. At the same time, maintain a balance between the implementation of new ideas and the maintenance of curricular continuity.
- Support a high degree of integration between the Library, new technologies and teaching and learning at the College.
- Work with the College’s external constituencies. Represent the College to the executive and legislative branches of government and help to shape the educational agenda of the state. Balance external accountability and budget constraints with internal values and agendas.
- Provide leadership in national organizations that promote the academic mission of liberal arts colleges.
- Work in partnership with the President and Vice President for College Advancement in fundraising efforts on behalf of the institution.

- Support continuing assessment of college programs; work with the Vice President for Student Affairs to maintain a high degree of student satisfaction and to develop interest in enrollment at Evergreen.
- Support the missions of the public service centers, graduate programs, and off-campus programs.
- Manage the logistics of the academic enterprise on campus (budget, staffing, etc.) and play a pivotal role in faculty personnel matters.

Preferred Qualifications

- Distinguished record of scholarly, artistic, or other significant professional achievement. An earned doctorate or equivalent is required. Experience as a teacher is desired.
- Demonstrated ability to provide academic administrative leadership in a consistent, creative, and accountable manner.
- Demonstrated successful experience working with national organizations.
- Demonstrated ability to work within and nurture a multicultural, multi-ethnic and international community and curriculum.
- Demonstrated commitment to equal opportunity, including the recruitment, selection and retention of a community that is diverse in culture, ethnicity; gender, sexual orientation, and (dis)abilities.
- Skills in articulating academic issues to internal and external audiences.
- Demonstrated ability to communicate effectively and develop positive working relationships with a broad range of constituencies through a variety of means.
- Commitment to innovation in higher education. Experience with learning communities and interdisciplinary and collaborative teaching environments.
- Demonstrated understanding of the importance of student affairs and its role in a college, including a strong commitment to student recruitment and retention.
- Experience building collaborative leadership and administrative processes.
- Experience building and managing a significant and complex budget.
- Demonstrated success in fundraising.