

*PROVOST /
DEAN OF FACULTY*



NOTRE DAME
COLLEGE



Notre Dame College

MISSION

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

The Sisters of Notre Dame founded Notre Dame College in 1922 as a Catholic, four-year liberal arts institution for women. Above all, the College strives to provide a mission-focused, values-based, private Catholic education to students who might otherwise not have access to such an experience.

Studying at Notre Dame means personal, one-on-one attention from professors, dozens of student groups, a tight-knit student body, and a well-rounded curriculum. A liberal arts education from Notre Dame College equips students with personal and professional skills that help them chase their passions and change the world.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.



South Euclid

The City of South Euclid is a vibrant, safe and diverse community of neighbors and neighborhoods. Born from the quarries that built Greater Cleveland's first sidewalks and streets, South Euclid today is home to Notre Dame College, University Suburban Health Center, Cedars On The Green Pediatric Health Center, Transdigm Corporation, AeroControllex Group and The Rochling Glastic Corporation.

A "College Town for all Ages," our historic community offers a wide range of housing to fit the needs of students, professionals and empty nesters with a diverse variety of housing ranging from century farmhouses and cozy bungalows to new homes for families and empty-nesters. Our central location in Greater Cleveland means that we are minutes from Cleveland's finest shopping and cultural districts, and quick access to freeways will take you to downtown Cleveland or out to the countryside, all within 20 minutes!





Provost / Dean of Faculty

The Provost/Dean of Faculty is the Chief Academic Officer of the College and a member of the President's Cabinet. The Provost/Dean of Faculty will be responsible for maintaining and creating quality academic programs for the College that will assure academic excellence and create meaningful opportunities for all students to thrive regardless of ability level. Other responsibilities of the Provost/Dean of Faculty include academic operations, hiring, evaluation and administration of faculty, budgeting, strategic planning and the ability to address and navigate external changes impacting the higher education sector. Working collaboratively with the other Deans and division chairs, the Provost/Dean of Faculty will seek to aid students in overcoming non-academic barriers to Student Success by recognizing the needs of a diverse student body.

Responsibilities:

- Serve as the Officer in charge in the absence of the President
- Serve as a member of the President's Cabinet
- A first among equals, the Provost will collaborate with the Dean of Retention and Academic Support Services and the Dean of Online Programs and Strategic Initiatives who also serve on the President's Cabinet to create a comprehensive and strategic approach to the Office of Academic Affairs.
- Oversees and supports:
 - all matters academics of the College
 - undergraduate & graduate academic programs
 - designated academic affairs budgets
 - faculty development
 - faculty support services including instructional design services
 - division chairs
 - experiential learning
 - remedial pathways and alternative undergraduate entry programs
 - International studies
 - assessment/assessment coordinator/office of institutional effectiveness
 - all matters relating to Commencement, Honors Convocation, and Opening Convocation
 - faculty evaluations and full time and adjunct contract
- In collaboration with others, develops:
 - academic calendar
 - undergraduate and graduate catalogue
 - course schedule for each term (undergraduate and graduate)
- Development and implement strategic initiatives related to the growth of undergraduate and graduate programs
- Supervise the hiring, orientation and continuing performance of full-time and adjunct faculty
- Prepare the annual catalog and annual course offerings and summer school booklets
- Work closely with the Registrar to assure consistency in registration procedures and academic policies administered by that office
- Work with the faculty governance system to assist faculty to guide the college's curriculum
- Monitor current and new programs to assure that a Notre Dame education is current and meets the needs of students

Qualifications:

- Doctorate from an accredited institution in an academic discipline
- Distinguished record of teaching, scholarship and collegial service
- Minimum of 3 years of academic administrative experience, an understanding of and at least 3 year's experience with accreditation related to at least two of the following bodies: HLC, State, and program-specific accrediting bodies
- Strong commitment to the ideals of a liberal arts education along with an appreciation for the role of a Catholic college in 21st century America
- Understanding and appreciation of the mission of the College and a deep respect for the Sisters of Notre Dame, their Mission and Core Values
- Expertise in internal budgeting, and fiscal and collegiate leadership across silos
- Understanding of online and nontraditional programs and learner-centered pedagogy
- Administrative experience demonstrating leadership and managerial skill
- Ability to initiate innovative ideas and change while working in a collegial manner with a diverse faculty
- Demonstrated budget management and strategic planning experience
- Attributes such as academic integrity, strength of character, ability to listen, and excellent communication skills

Direct Reports:

- Division Chair Business Administration
- Division Chair Arts and Humanities
- Division Chair Mathematics and Science
- Division Chair Nursing
- Division Chair Professional Education
- Director Experiential Learning
- Director Accreditation and Assessment

Characteristics:

- ◆ A transparent leader with a business savvy
- ◆ Have strong organizational and excellent communication skills
- ◆ A competent administrator who is a visionary and will be an advocate for the faculty
- ◆ Serve as a role model and support faculty in their professional development
- ◆ Must have financial competence

Committee Responsibilities

- Academic Subcommittee BOT
- President Cabinet
- Faculty Senate Steering Committee (*Ex Officio*)
- FADC (*Ex Officio*)
- EPPC (*Ex Officio*)
- CCC (*Ex Officio*) – could be represented on the committee by the Director/Associate Dean of Assessment and Accreditation
- GPPC (*Ex Officio*)





APPLICATION PROCESS

Notre Dame College is being assisted by
the partners of Hyatt-Fennell

Hyatt•Fennell
Executive Search

Applications and nominations should be
submitted electronically to
notredamecollege@hyatt-fennell.com

Applications include a cover letter, current
CV or resume and contact information for
five professional references

Nominations should include name of
nominee and current contact information

For additional information contact
Cheryl Hyatt – chyatt@hyatt-fennell.com
or
Robert Head – rhead@hyatt-fennell.com

Applications will be reviewed as they are
received and should be submitted prior to
October 20, 2021 to receive full
consideration.

All applications and nominations are
considered highly confidential.



Notre Dame College does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or mental disability, genetic information or any other basis of prohibited discrimination its programs and activities.