

Provost, Vice President of Academic Affairs
Saint Martin's University

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Posted Jan. 10, 2025, set to expire May 14, 2025

Job Title Provost, Vice President of Academic Affairs
Department Office of the Provost
<https://www.stmartin.edu/directory/offices-departments-directory/office-provost>
Institution Saint Martin's University
Lacey, Washington

Date Posted Jan. 10, 2025

Application Deadline Mar. 1, 2025

Position Start Date Negotiable

Job Categories President/Provost/Chancellor
President/Provost/Chancellor
Vice-(President/Provost/Chancellor)
Vice-(President/Provost/Chancellor)

Academic Field(s) Academic Affairs
University Administration
University Administration
Academic Affairs

Job Website https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7138f757-560b-432d-a0d6-3a29cd79033e&cclid=19000101_000001&type=MP&lang=en_US

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**Job
Description**

Department: Academic Affairs

Job Status: Full-Time; 1.0 FTE (2,080 hrs/year)

FLSA Status: Exempt

Reports To: President

Divisions Supervised: College of Arts & Sciences, School of Engineering and the College of Education and Counseling, the Office of International Programs and Development, the Office of Graduate Studies and Admissions, Center for Student Success, Library, Institutional Research and Effectiveness, Registrar, and the Provost's Executive Assistant

Salary Range: \$210,000 to \$220,000 annually. The actual salary will be based on the experience and qualifications of the candidate selected to fill this position. An outstanding benefit package will be included as part of the complete compensation package.

Amount of Travel Required: 5-10%

Position Summary:

Saint Martin's University invites applications and nominations for the position of Provost and Vice President of Academic Affairs (VPAA). This is a rare opportunity to join a thriving liberal arts institution at a moment of great momentum and promise. The Provost and VPAA will serve as the chief academic officer, providing visionary leadership and strategic direction to advance the University's academic mission in alignment with its Catholic, Benedictine tradition.

The Provost and VPAA will report directly to the University President, William Brownsberger, S.T.D., who began his tenure in July 2024. Under Dr. Brownsberger's leadership, Saint Martin's has embraced a renewed sense of purpose and optimism. The University is on a strong trajectory in its commitment to delivering a transformative Benedictine educational experience that equips students for lives of faith, service and reason.

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Essential Functions:

- **Leadership and Vision:** Serve as the chief academic officer responsible for providing vision, leadership, oversight, and planning related to all academic programs and personnel.
- **Catholic Benedictine Mission:** Support and strengthen the University's mission as a Catholic liberal arts institution in the context of the Church's magisterium and *Ex corde Ecclesiae*.
- **Academic Operations:** Oversee program offerings, faculty recruitment and development, faculty evaluation, program review, and assessment of student learning outcomes.
- **Accreditation and Compliance:** Ensure the University's continued success in institutional and specialized accreditation processes.
- **Strategic Planning:** Aid in the development of the University's strategic plan and ensure alignment with and between the strategies of academic programs.
- **Program Innovation:** Spearhead the exploration, development, and implementation of innovative, in-demand academic programs, learning technologies, international partnerships, and diverse educational opportunities that enrich students' academic experiences.
- **Budget Oversight:** Establish academic priorities for budgeting and collaborate with deans and directors to manage the Academic Affairs division budget effectively.
- **Collaboration and Integration:** Foster collaboration across Academic Affairs, Student Affairs, enrollment management, and the President's Cabinet to enhance student success and institutional effectiveness.
- **Academic Excellence:** Actively promote excellence in teaching, scholarship, and service.
- **Donor Engagement:** Contribute to donor cultivation, solicitation, and stewardship in coordination with the president and vice president for advancement.
- **External Representation:** Represent the University's academic mission to external stakeholders, including accreditors, donors, and community partners.

About Saint Martin's University:

Founded in 1895, Saint Martin's University is an independent coeducational institution rooted in the Catholic, Benedictine tradition. Located on a picturesque 380-acre wooded campus in Lacey, Washington, Saint Martin's is one of only 13 Benedictine colleges and universities in the United States and Canada, and the only one west of the Rocky Mountains. Saint Martin's mission statement informs

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all operations and learning delivery on campus: *“Saint Martin’s University is a Catholic Benedictine institution of higher education that empowers students to pursue a lifetime of learning and accomplishment in all arenas of human endeavor. Saint Martin’s students learn to make a positive difference in their lives and the lives of others through the interaction of faith, reason, and service. The University honors both the sacredness of the individual and the significance of community in the ongoing journey of becoming.”*The University empowers students to pursue a lifetime of learning and accomplishment through its 31 majors, 11 master’s programs, one doctorate program, and six certificate programs spanning the arts and sciences, business, counseling, education, engineering, nursing, and leadership.

Saint Martin’s welcomes nearly 1,200 undergraduate students and 200 graduate students to its Lacey campus, along with additional students at its extended campus located at Joint Base Lewis-McChord. Reflecting the Benedictine virtue of hospitality, the University welcomes, and indeed, seeks student not only from the Pacific Northwest, but also other parts of the nation and the world. The University celebrates that its student population is 51% undergraduate and 32% graduate student of color, with a student body that is 39% first-generation and 36% Pell Grant eligible. The University is dedicated to advancing social mobility and fostering academic success. Combining a rigorous liberal arts foundation with professional and pre-professional programs, Saint Martin’s is uniquely positioned to address the workforce needs of the region and beyond while delivering a transformative education grounded in the Catholic, Benedictine tradition.

Qualifications:

- **Mission Alignment:** The successful candidate will be a practicing Catholic with a heart for the Benedictine charism. She or he will be fully conversant in the Catholic Intellectual Tradition and able to articulate the value of a liberal arts education.
- **Education:** An earned doctorate or terminal degree, preferably within the context of the liberal arts tradition.
- **Experience:** Evidence of achievement in teaching, scholarship, service, and leadership. Proven administrative effectiveness, including experience preferably at the academic dean level or above. Experience with strategic planning, program assessment, accreditation and budget development.
- **Skills:** Ability to offer sound, analytical, and ethical judgment. Excellent communication and collaboration skills. Demonstrated success in shaping and developing faculty and creating

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collaborative relationships across all academic disciplines. Visionary leadership with a focus on teamwork and strategic goal achievement.

- **Other Requirements:** Thorough knowledge of the principles and practices involved in the administration of academic affairs in a Catholic liberal arts institution.

Application Process:

Applications will be reviewed on a rolling basis, with priority consideration given to those received by February 14, 2025. To review the full job description and apply, please submit a letter of interest, curriculum vitae, and contact information for three professional references on our website at [WorkatSaintMartin's](#)

EEO/AA Policy

The principles of the Catholic Benedictine tradition, equal employment opportunity, and nondiscrimination are fundamental to the mission, goals, and objectives of Saint Martin's University. The University does not discriminate in employment or in the delivery or administration of its educational programs, policies, scholarship and loan programs, athletic or other University programs on the basis of sex, sexual orientation, race, color, religion (except as a bona fide occupational qualification for certain select positions), marital status, national or ethnic origin, military or veteran status, age, or disability. Equal opportunity in employment is governed by a variety of federal laws. The major applicable federal laws are Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Rehabilitation Act, Age Discrimination in Employment Act, Equal Pay Act, and VEVRAA. Collectively, these laws prohibit discrimination in all terms and conditions of employment - including hiring, compensation, training, promotion, and termination - based on race/ethnicity, color, national origin, sex, disability, veteran's status, and age. The majority of these laws are enforced by the federal Equal Employment Opportunity Commission, frequently known as the EEOC.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact Human Resources
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Lacey, WA 98503

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