



Vice Provost for Extended and Lifelong Learning and Dean of Graduate Studies

Kutztown University (KU), a comprehensive public institution located in southeastern Pennsylvania, welcomes nominations and applications for the position of **Vice Provost for Extended and Lifelong Learning and Dean of Graduate Studies**.

The Institution: Kutztown University, a member of the Pennsylvania State System of Higher Education (PASSHE), was founded in 1866 as Keystone State Normal School, became Kutztown State Teachers College in 1928, Kutztown State College in 1960, and achieved university status in 1983. Today, KU is a modern, comprehensive institution offering 130 undergraduate programs in the Colleges of Liberal Arts and Sciences, Visual and Performing Arts, Business, and Education. There are also 31 graduate areas of study—including two doctoral programs—as well as ten certificate programs. An honors program, study abroad, internships, student/faculty research and experiential learning communities round out the academic experience. The University educates a diverse student body of approximately 7,700 and employs 467 faculty members and 513 staff who are dedicated to providing transformational and life-changing learning opportunities. Members of the University take pride in the strong sense of community that can be felt across campus and an institutional commitment to excellence that is reflected in consistent recognition by *U.S. News and World Report* as a “Best Regional University” and by *The Princeton Review* as “One of the Best in the Northeast.” The University offers a beautiful 289 acre award-winning campus complete with modern labs, studios, living-learning communities, dining options, and athletic/recreational facilities—a setting designed to nurture students’ intellectual and social development. Additionally, the University is a cultural and economic cornerstone of the borough of Kutztown and wider Berks County, and it enjoys an excellent relationship with the surrounding community. KU is accredited by the Middle States Commission on Higher Education and also boasts a dozen programmatic accreditations. For more about the University, please visit www.kutztown.edu.

The Position: The Vice Provost will report to the Provost and Vice President for Academic Affairs, will be a member of the Academic Affairs Senior Staff and Academic Deans’ Council, and will contribute to the collaborative efforts of the University leadership team. The Vice Provost for Extended and Lifelong Learning and Dean of Graduate Studies (Vice Provost and Dean) will be responsible for the coordination of graduate and extended learning, including graduate recruiting and admissions; continuing education courses and institutes for teachers, school administrators, and professionals; workforce development programs; lifelong learning non-credit programs; KU courses at off-campus sites; and internships and practica at off-site locations. The Vice Provost and Dean will collaborate with the Academic Deans and faculty to enhance and expand graduate and extended learning offerings in a variety of modalities. This position will also lead analysis of market opportunities and challenges to facilitate providing additional educational opportunities to diverse learners in the region and beyond; increasing enrollment in graduate and extended learning programs; supporting workforce needs in the region; and enhancing the reputation and reach of the University. In these efforts, the Vice Provost and Dean will work closely with leadership in other areas/units of Academic Affairs, including Office of Assessment, the four academic colleges, the Center for Enhancement of Teaching, and Instructional Technology. As strategic leader of graduate programs and operational leader of extended learning programs, the Vice Provost and Dean will guide and support development of effective pedagogy for online and hybrid coursework, and lead examination of best practices for linking new opportunities to current University offerings. Other responsibilities will include providing strategic vision and leadership for graduate and extended learning, supporting the mission and goals of the University; leading development and enhancement of programs and services that meet the needs of students and employers; promoting excellence in graduate research and creative activity; developing opportunities for graduate assistantships and scholarships; providing oversight and leadership for graduate

recruiting and increasing student enrollment in graduate and extended programs; supporting excellence in instruction by providing opportunities, in collaboration with other units, for professional development, training, and assessment; representing graduate and extended learning to internal and external constituencies; managing the budgetary resources for the unit and developing sound fiscal plans to support the unit and contribute to the overall financial health of the University; supervising, supporting, and developing personnel in the Office of Graduate and Extended Learning (OGEL); collaborating with the KU Foundation to identify opportunities for fundraising and connections with alumni and regional businesses; coordinating marketing and promotion with University Relations and Enrollment Management to ensure an integrated marketing approach; and remaining current with major trends, issues, and challenges in graduate and extended learning.

Essential Qualifications: The Vice Provost and Dean will provide evidence of the following essential qualifications:

- Experience as in-rank full-time faculty, preferably for at least five years, at a regionally accredited institution of higher education is required.
- A track record of increasingly responsible leadership and supervision – such as: oversight of multiple functions, strategic planning, budget development, personnel management, team building, and program development--is required. A minimum of five years of increasingly responsible leadership and supervision is preferred.
- Evidence of entrepreneurial leadership in development and implementation of sustainable learning programs;
- Evidence of expertise in graduate and extended learning best practices;
- Evidence of commitment to the values of diversity, equity, and inclusion;
- Evidence of success in establishing and maintaining partnerships with external organizations and employers;
- Strong interpersonal skills with demonstrated success as a collaborative and collegial leader and administrator.

Location: Kutztown, Pennsylvania, is a quaint borough of 5,000 residents. It is located in Berks County in the heart of picturesque Pennsylvania Dutch Country. Residents of Kutztown and wider Berks County enjoy access to the natural beauty and resources of rural southeastern Pennsylvania, such as biking and hiking trails—including a section of the world-famous Appalachian Trail—and several farmers’ markets and “agritainment” venues that offer visitors agriculture-based recreational opportunities. Berks County is home to numerous wineries and breweries as well as a diverse array of restaurants. Residents also enjoy year-round entertainment in the form of seasonal festivals and performing arts and cultural venues. Kutztown is also conveniently located between the diverse cities of Reading and Allentown, which serve as economic hubs of the region. It is also only 70 miles from Philadelphia and Harrisburg, 100 miles from New York City, 120 miles from Baltimore, and 160 miles from Washington, D.C. Lehigh Valley International Airport (ABE) is also only 25 minutes from campus. For more information about the region, visit www.visitpaamericana.com.

Application: Candidates should submit a cover letter and resume/CV to RPA Inc at KutztownViceProvost@rpainc.org. **Applicants should address all the essential qualifications in their cover letter.** For a confidential discussion about this opportunity or to make a nomination, please contact Isaac Karaffa, Vice President and Senior Consultant, at the email address above. To ensure full consideration, application materials must be received no later than November 28, 2022.

Kutztown University is an AA/EOE/member of the PA State System of Higher Education and actively solicits applications from women and minority candidates. Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. To discuss a complaint of discrimination, please contact the University's Title IX Coordinator located in the Office of Social Equity, Old Main A-Wing, Room 02, by phone at 610-683-4700 or by e-mail at pena@kutztown.edu or the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, by phone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by e-mail at OCR@ed.gov"

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