



**Associate Provost
Hamline University
St. Paul, Minnesota**

Hamline University seeks an Associate Provost. The incumbent will work closely with the Provost, Eric Jensen, on matters of educational policy, curriculum, and student affairs. While the emphasis will be on undergraduate concerns, responsibilities will span the College of Liberal Arts and Schools of Business, Education, and Law. Specific tasks will include the following:

- *Curriculum.* Oversight of, and innovation in, curricular issues. Several committees operate across the College and Schools. These include the University Curriculum Committee and the Honors Program, and will be overseen by the Associate Provost
- *Information and Technology.* Libraries and the Center for Teaching and Learning will be a part of the incumbent's portfolio. The Associate Provost will help to guide the continuing integration of technology into the academic experience.
- *Student Retention.* Meeting the needs of current students across a spectrum of units, including Academics, Advising, Athletics, Financial Aid, Student Affairs, and others—is an important issue. The Associate Provost will lead a coordinated effort across these units to increase retention.
- *Accreditation.* The Associate Provost will coordinate and implement necessary preparation for the upcoming (2017) reaccreditation. This will include supervising the Committee for Learning Outcomes Assessment and implementing Blackboard Outcomes.
- *Other Duties.* As assigned. Will initially include coordination of Teagle Foundation grant as part of consortium.

The successful candidate will have an earned doctorate or appropriate terminal degree from an accredited institution; a distinguished record of teaching and scholarly/creative achievement meriting appointment at the rank of Professor with tenure; demonstrated experience in development and implementation of programs like those listed above; evidence of inclusive and decisive academic leadership in higher education with senior-level administrative experience; and a demonstrated commitment to shared governance, diversity and equal opportunity.

Candidates will submit an application letter summarizing interest in and qualifications for the position; a current curriculum vita; and the names, titles, and contact information of three references. To receive full consideration, applications should be submitted by March 1, 2013. A start date of June 1, 2013 is preferable, but this date is negotiable. Submit applications electronically to hujobs@hamline.edu