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*Inviting Applications and Nominations for*

# Provost and Vice President for Academic Affairs



**CLAYTON STATE UNIVERSITY**, a comprehensive state university near Atlanta, Georgia, seeks a collaborative, student-focused academic leader with strong experience in strategic planning to serve as **PROVOST AND VICE PRESIDENT OF ACADEMIC AFFAIRS**. This accomplished, results-oriented administrator reports directly to the President and is a member of the President's Cabinet. The date of appointment is negotiable, but the preferred start date is July 1, 2022.



Ranked 36 on the  
**Top Performers  
on Social Mobility** list,  
U.S. News and World Report, 2021

## ABOUT THE UNIVERSITY

Clayton State University, a unit of the University System of Georgia, has been recognized repeatedly as a “Top Workplace in Atlanta” by the *Atlanta-Journal Constitution*. Known for being welcoming, diverse, opportunity rich, and committed to academic success, the University was one of 79 higher education institutions across the nation that *The Chronicle of Higher Education* selected for its 2017 list of “Great Colleges to Work For.”

Founded in 1969, the University enrolls nearly 7,000 students from 31 states and 42 countries. A Minority Serving Institution (MSI), Clayton State’s student body is 70 percent female and is more than 60 percent African American, almost 10 percent Hispanic, 7 percent Asian, and 15 percent White. The average age of students seeking degrees is 25, with approximately 50 percent of the students being of traditional age.

Students benefit from the personalized attention, small class sizes, outstanding faculty, career guidance and preparation, and a vibrant campus life at Clayton State. The 230 full-time faculty are not only experts in their fields, but also dedicated mentors. Seventy-five percent of the undergraduate instructors hold the highest degrees in their fields.

Emphasizing an environment of experiential-based learning to prepare students to succeed in a diverse society, Clayton State offers 11 graduate degrees, 43 undergraduate degrees, and 5 associate degrees through its four colleges—Arts and Sciences, Business, Health, and Information and Mathematical Sciences. In addition to 22 online degree programs, the University holds classes in McDonough and Peachtree City, Georgia. The University provides opportunities for certificate and exploratory programs through its Continuing and Professional Education unit.

Students have opportunities to engage with the community, to conduct research, and to intern with business, government, or non-profit organizations. The largest number of credit hours are taken by students enrolled in the College of Arts and Sciences, where almost 60 percent of the enrollment pursues career opportunities in teaching, criminal justice, sciences, and music, to name a few. Approximately 14 percent of course hours are taken in the College of Health, which offers programs in nursing, healthcare management, and dental hygiene. Another 13 percent of credit hours are earned in studies of business administration, logistics, supply chain management, and accounting

offered by the College of Business. The remainder of credit hours are earned in studies offered by the College of Information and Mathematical Sciences in the fields of computer science, cyber security, and mathematics. In fiscal year 2020, the University awarded 145 master's degrees, 953 bachelor's degrees, 98 associate degrees, and 25 certificates.

Beyond the classroom, students are involved in more than 80 student organizations in addition to programming that encourages community involvement and leadership opportunities. The 62,000-square-foot Student Activities Center is the hub for student gatherings, activities, programming, events, fitness, and intramural sports.

The 214-acre campus with six lakes is regarded as one of the most beautiful in the state. It has two residential facilities for students. Laker Hall is home to resident freshmen and provides a traditional dormitory experience. Laker Village houses upper classmen and graduate students in apartments that provide the convenience of living on campus.

An NCAA Division II member, Clayton State fields teams in men's and women's soccer, cross country, basketball, indoor track, and outdoor track; men's golf, and women's tennis. The Lakers compete in the Peach Belt Conference, one of the top conferences in the nation at the Division II level. In 2011, the women's basketball program claimed the first NCAA Division II championship in program history.

Clayton State is home to the nationally and internationally renowned Spivey Hall, the finest small performance facility in the southeastern United States.

Spivey Hall, a 400-seat, acoustically superior venue, has built a 30-year legacy of artistic excellence, drawing audiences from across the nation and serving as the performance venue for music students of Clayton State.

*Clayton State University cultivates an environment of engaged, experience-based learning, enriched by active community service, that prepares students of diverse ages and backgrounds to succeed in their lives and careers. Through a distinctive combination of proven and innovative methods of teaching and learning, Clayton State University will excel in preparing students from many walks of life to meet the challenges of living and working in a dynamic, global society.*

**Clayton State University is committed to:**

- *Creating an outstanding educational experience that stimulates intellectual curiosity, critical thinking, and innovation.*
- *Engendering a spirit of openness, understanding, collaboration, and mutual respect throughout the University.*
- *Fostering learning that engages students, faculty, staff, alumni, and the greater community.*
- *Expanding and allocating resources strategically, according to mission and values, to support overall institutional effectiveness.*
- *Providing an inviting and supportive campus community for faculty, staff, and students.*
- *Repositioning Clayton State University in the higher education marketplace and beyond.*





Spivey Hall

## THE OPPORTUNITY

The Provost and Vice President for Academic Affairs supervises all academic deans; institutional research; off-campus, online, and outreach programs; and libraries. This senior administrator provides leadership and supervises all matters relating to curriculum and instruction in the University as well as the planning and implementation of the academic curriculum; undergraduate, graduate, and online programs; assessment of learning outcomes; Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other program accreditation, and initiation of new academic programs.

### Principal Responsibilities

- Oversee faculty and academic staff recruitment and compensation, and facilitate academic developmental opportunities.
- Ensure compliance with University System of Georgia Board of Regents policies and procedures, SACSCOC requirements, and program-level policies and practices.
- Oversee the welfare and development of the faculty, student affairs, and academic support personnel to ensure the success of the University's vision.
- Negotiate various articulation agreements with other USG institutions and study abroad programs.
- Direct the University's academic programs, including the development of new programs and courses of instruction; the implementation, coordination, and assessment of student learning outcomes; and the assessment of all academic programs.
- Oversee Board of Regents-related academic initiatives.
- Oversee the implementation of the University's strategic plan.
- Provide leadership and assist administrators in the setting of priorities in alignment with the strategic plan, budget priorities, and operational plans.
- Direct the Office of Institutional Research to provide timely and accurate data to make informed decisions regarding academic programs and services.
- Effectively utilize talents of academic staff and resources in order to advance the institutional values and goals.
- Attend various system-wide meetings, such as the Regents' Advisory Committee for Academic Affairs, Continuing Education, online programs, etc.
- Develop and recommend the annual academic budget, and ensure all academic budgets stay balanced.

- Manage the deans in assessing student learning, retention, and graduation efforts.
- Effectively utilize the academic budgets, and prioritize the programs and department needs.
- Lead efforts within Academic Affairs to support university goals related to student learning, retention, and graduation rates.
- Collaborate with the Center for Excellence in Learning and Teaching to provide faculty training on pedagogical strategy.
- Collaborate with Enrollment Management and Student Success to develop and implement strategies for improving student retention and graduation rates.
- Foster a sense of belonging for all students.
- Represent the University in a wide range of Advancement functions in support of marketing, public relations, community outreach, and resource development.
- Perform related duties as assigned.

## Qualifications

Candidates must have a doctorate or terminal degree, with sustained teaching and scholarly endeavors appropriate for the rank of Professor. Proven and substantive administrative experience with a record of accomplishments as an administrator at the dean-level or above at a college or university is required.

## Knowledge and Skills

- Knowledge of program curriculum review and development, program assessment, and student-learning outcomes and assessment
- Knowledge of related federal policies, procedures, regulations, and laws
- Extensive knowledge of higher education and its current trends related to roles in senior management
- Excellent written and verbal communication skills
- Excellent time management skills
- Ability to interact with diverse constituencies, including students, faculty, staff, parents, community leaders, and Board of Regents staff
- Ability to make important decisions with limited information
- Ability to interact effectively with internal employees and external agencies
- Ability to conduct meetings, presentations, workshops, etc.
- Demonstrated ability to analyze and report data relevant to academic affairs
- Demonstrated knowledge of best practices in higher education

## Preferred Knowledge

- Knowledge of the University System of Georgia Board of Regents policies, procedures, practices, requirements, and reporting structures



## T. Ramon Stuart, Ph.D., President



Dr. T. Ramon Stuart assumed the role of Clayton State University's fifth president on July 1, 2021. The first African American to hold this executive appointment, Dr. Stuart has been known throughout his career for his commitment to student success in the classroom and beyond.

Raised in a small coal-mining town in West Virginia, Dr. Stuart realized at a young age the transformative impact that education could have on one's life, one's family, and ultimately one's community. That realization has been the driving force behind his motivation to provide opportunities for students not only to obtain their degree, but also to excel in their chosen field.

Prior to his presidential appointment, he served more than five years as the Provost and Vice President of Academic Affairs at Fort Valley State University (FVSU) in Georgia. In addition to his work with the academic colleges and degree programs, he addressed retention and the university's sponsored research

portfolio, which was the fifth largest among 26 institutions within the University System of Georgia.

Previously, Dr. Stuart was a faculty member and administrator at West Virginia State University, serving as Associate Provost and Associate Vice President for Academic Affairs his final two years. His accomplishments included developing an engineering 2+2 program, aiding in increasing retention by almost 10 percent over four academic years, serving on the self-study reaffirmation steering committee responsible for achieving a 10-year reaffirmation of accreditation, and helping to increase overall enrollment.

He began his career in higher education teaching computer science at West Virginia State Community and Technical College. He excelled in this role, and during his second year, peers named him Professor of the Year. He was unanimously elected as the Faculty Senate President, making him the youngest person to hold that position in the history of the institution.

Dr. Stuart holds undergraduate and graduate engineering degrees from West Virginia University, where he was a National Institute for Occupational Safety and Health Fellow. He earned his doctorate in higher education administration at Ohio University, where he was the institution's first Southern Regional Education Board Fellow.



**CLAYTON  
STATE  
UNIVERSITY**

*Clayton State University is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote, and educate persons without regard to race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation, gender identity, or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, AREA, ADA, E.O. 11246, and Rev. Proc. 75-50). Clayton State University is an Affirmative Action/Equal Opportunity Institution.*



Visitors enjoy the day at the Atlanta Botanical Garden

## The Greater Atlanta Area

Clayton State University is located in Morrow, just south of the city of Atlanta. Whether seeking small-town charm or dynamic city amenities, both are within easy reach.

The city of Morrow, with a population of nearly 10,000 residents, has made the transformation from rural railroad acreage to a modern arena of art, music, history, and outdoor recreation. It is home to the Southeast Region Branch of the U.S. Archives and the main campus of the Georgia Archives. The Reynolds Nature Preserve is a 146-acre preserve with three miles of hiking trails, a nature center with live animals, and preserved barn with farm equipment and a spring house that dates back to 1867.

Downtown Atlanta, the largest metropolitan city in the Southeast, is easily assessable by Interstate 75. Offering

authentic Southern hospitality, the city's metropolitan area is home to 6 million residents. Its economy continues to grow as it attracts a broad range of industries and Fortune 500 corporations. The city has become a center for major film and television production and high-tech companies.

One of the top transportation hubs in the nation, Atlanta is connected to the world. It fosters a strong sense of community and has outstanding cultural and performing arts venues, a wide range of professional sports, world-class cuisine, and an abundance of recreational opportunities. The Georgia Aquarium, the Martin Luther King, Jr. Historic Site, the Atlanta Zoo, the High Museum, the College Football Hall of Fame, and the Atlanta Botanical Garden are only a few of the favorites that attract millions of visitors each year.

## Application and Nomination Process

*Confidential inquiries are welcomed, and nominations are invited.*

### Applications

- 1) Application packet must include:
  - a) A letter of application that addresses the responsibilities and qualifications of the position
  - b) Curriculum vitae
  - c) At least five references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)
- 2) **Submit application packet (preferably as PDFs) to Clayton-Provost@myersmcræ.com by May 23, 2022 for best consideration.** Additional information will be requested upon receipt of application. Applications will be accepted until the position is filled.

### Nominations

Submit nominations to:

**Clayton-Provost-nominate@myersmcræ.com** with complete contact and e-mail information for the individual being nominated.

**Emily Parker Myers, CEO, and Amira Beville, Executive Search Coordinator, of Myers McRae Executive Search and Consulting,** are assisting Clayton State University with this search. Request a conversation regarding this search at amirabeville@myersmcræ.com.

