Opportunity

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The Opportunity
Manhattanville College seeks a highly accomplished Provost and Vice President for Academic Affairs.

The Provost and Vice President for Academic Affairs reports directly to President Michael Geisler and serves as a member of his Cabinet. The Provost is responsible for overseeing the academic operations of the institution and for providing the vision and strategic leadership to ensure academic and operational excellence. The Provost will be instrumental in implementing the goals of the college’s strategic plan. The successful candidate will lead the institution through all Middle States reaccreditation visits and documentation requirements, as well as accreditation and reaccreditation processes from other relevant agencies. As the President’s second-in-command, the Provost is expected to liaise regularly and closely collaborate with all Cabinet-level departments and must be able to represent the President and the institution in the President’s absence.

Manhattanville College is an independent liberal arts institution dedicated to academic excellence, purposeful education, and social justice. Located 30 miles from New York City on a 100-acre suburban campus in the heart of Westchester County, NY, Manhattanville enables easy access to extensive entertainment offerings, educational resources, and business opportunities for its primarily residential and diverse student body. The College serves more than 1,500 undergraduate students and close to 1,000 graduate students from more than 44 countries and 33 states. Founded in 1841, the College offers more than 90 undergraduate and graduate areas of study in the arts and sciences, education, business, and creative writing, as well as continuing and executive education programs. Graduate students can choose from more than 75 graduate and certificate programs as well as a doctorate in educational leadership. Extracurricular offerings include more than 45 clubs and 20 NCAA Division III teams.

Opportunities for Leadership

Since its charter as a college more than 100 years ago, Manhattanville College remains an integral part of the greater Westchester community. The College’s longstanding history of providing generations of students a superb undergraduate, liberal arts education remains the hallmark of its reputation. This history and reputation have also required adapting to changing demographic, economic, social, and educational priorities over the decades, which have necessitated a reassessment of the College’s identity and brand. New presidential leadership and a highly qualified and dedicated faculty and administrative team are ready to meet these challenges and capitalize on the opportunities provided by the changing educational landscape. The new Provost and Vice President for Academic Affairs will play a pivotal role in shaping the College’s future direction.

While Manhattanville currently has stable enrollment, the College did experience some decline in the recent past. Like other small liberal arts colleges, it must look carefully at its program offerings, organizational structure, and strategies for the implementation of program enhancements and changes. Through sustained and data-informed strategic planning, realistic competitor analysis, effective use of shared governance, and prudent resource allocation, the College can position itself for future viability and growth.
There is significant strength that the College can leverage as it meets the challenges it currently faces and will face in the future. There is, for example, widespread support among faculty, staff, and administration for the mission. A strong and enviable sense of collegiality and civility permeate the campus. As a small liberal arts college, students enjoy relatively small class sizes and interact closely with faculty and staff, providing them with the potential for an individualized college experience. The connection of the liberal arts to professional pursuits after graduation is also clear, with about 20% of undergraduates majoring in various areas of business. In addition to those programs in the School of Arts and Sciences, Manhattanville has had a very well-regarded School of Education that serves nearly 1000 graduate students in both masters and doctoral level programs. Another strength ready for further development is the small School of Professional Studies, which offers adult baccalaureate completion programs as well as a suite of Master’s degrees in areas such as digital marketing, human resource management, and sports and entertainment management.

The staff and administration are competent, dedicated, and eager to provide the leadership and support services necessary for student and institutional success. Like the administration and staff, the faculty are talented and well credentialed, and many engage in critical research and other scholarly pursuits while carrying significant teaching loads. Faculty members have also been able to incorporate the findings of their research into their teaching, providing students exemplary examples of the relationship between scholarly pursuits and their practical applications.

With these positive attributes and conditions as a backdrop, Manhattanville College does face challenges that must be addressed in order to sustain itself and thrive in the future. Ensuring continuity and building on the work of previous Provosts/Vice Presidents for Academic Affairs will be an important part of the position to take
advantage of opportunities and to continue moving various initiatives forward. The new Provost will need to commit time and energy to the institution, giving it the kind of sustained leadership and attention that will generate positive results, as well as demonstrate to the faculty and staff that he or she is committed to the success of the College over the long term.

The President and the College have committed significant resources, time, and effort into the creation of a new School of Nursing and Health Sciences, which is currently in the approval process by the State of New York. The expectation is that this School will generate increased enrollment and revenue that will benefit the overall fiscal health of the College, providing needed resources for academic initiatives, student support, personnel, and other services. The new Provost will be tasked with allocating the necessary resources to ensure early program success as well as overseeing the School of Nursing’s full integration into the College’s traditional offerings and programs. Similarly, the Provost will be required to establish and fully integrate a new Center for Design Thinking into the College’s offerings. The next Provost will have responsibility for ensuring that these two new, very substantial initiatives are viable and will meet the ambitious goals established for each. At the same time, the Provost will be expected to reassure faculty in other programs that existing offerings will continue to be supported with sufficient resources.

Enhanced communication and academic planning will be particularly important as the College prepares for its upcoming accreditation visit by the Middle States Association of Colleges and Universities and a new strategic planning cycle. Adequate staffing of key functions may allow for improved communication and process efficiencies—key areas the Provost will be required to address.

Finally, there is a general sense that the College would benefit from focused attention on defining and sharpening its identity in this changing higher education landscape. The question of what a Manhattanville College education means today is an important one. This challenge provides a wonderful opportunity for the new Provost, working in close partnership with the President, to refine the image and identity of the College, bringing it more in line with current realities, trends, and opportunities.

Duties and Responsibilities

- Has direct oversight and strategic leadership for the following areas: School of Arts and Sciences, School of Education, School of Professional Studies, future School of Nursing and Health Sciences (in approval process), Office of the Associate Provost for Academic Innovation & Design Thinking, MFA Program, Library, Registrar, Instructional Technology, Academic Writing Center, Advising, Institutional Research, and Assessment and Accreditation.
- Serves as a member of the President’s Cabinet and collaborates with other members of the Cabinet (particularly the Office of the Vice President for Student Affairs), to ensure a positive educational experience for all students.
- Leads the development and assessment of all academic programs at the College, with particular attention to their quality. This includes recommending academic and curricular modifications such as requirements for admissions and degrees, new majors, concentrations, minors, “core” requirements, schools, and departments, including their restructuring or elimination.
- Oversees the recruitment, hiring, and performance evaluation processes for all faculty, and makes personnel recommendations to the President for all academic hires. Oversees the promotion and tenure process and makes recommendations to the President. Undertakes the same tasks with regard to the non-teaching staff with the area of Academic Affairs.
- Builds and inspires a team of staff and colleagues to work positively and collaboratively toward the goals of the College.
• Provides strategic vision and has a strong grasp of national best practices.
• Plans, oversees, manages, and makes recommendations regarding the proposed and current operating and capital budgets and expenditures of all units within Academic Affairs, to include actions taken by standing and ad hoc committees that have financial implications.
• Oversees the major faculty committees of the College according to the Faculty By-Laws.
• Works with the relevant faculty committees on faculty governance issues and keeps the President and (where applicable) the Board of Trustees apprised of changes or other issues related to faculty governance.
• Serves as the President’s liaison to the Academic Affairs Committees of the Board of Trustees.
• Oversees Assessment and Accreditation initiatives and coordinates the ongoing work of the Middle States review.
• Helps build new graduate programs in all four Schools of the College and works toward obtaining appropriate accreditation when necessary.
• Proposes to the President and College community a credible academic vision for the future of the institution; this includes recommending to the faculty and President a possible new organizational structure that will better serve the academic needs of the institution.
• Collaborates with the President and Cabinet in further enhancing student retention and improving time-to-degree.
• Assists the faculty with modifying and upgrading the current Faculty Handbook and Bylaws.
• Works with the Office of Institutional Advancement and the President to assist with fundraising efforts for the College.
• Serves as the public face of the College regarding academic matters as requested by the President; advances the reputation of the College through scholarship and publications that promote the mission of the College and emphasize the importance of liberal arts education.
• Carries out other duties as may be assigned by the President.

Qualifications, Key Attributes, and Relevant Experience

• Experience with, and commitment to, the traditions of a small liberal arts college.
• A proven record of progressive leadership as a senior administrator in higher education, including eagerness to work closely with the College President.
• Leadership that includes lateral vision, including an enterprise-wide interest in all aspects of the College, in a complex and comprehensive educational setting.
• Demonstrated success in program innovation; experience with rationalizing and restructuring academic program units and/or departments.
• An innovative and entrepreneurial spirit, and a commitment to multidisciplinary research and education.
• Experience with both undergraduate and graduate education.
• Collaboration, consensus building and listening skills, as well as advocacy for shared governance.
• Strong and visionary advocacy for academic excellence and support for both the liberal arts and strong professional studies programs, such as those found in the College’s School of Education as well as in the proposed School of Nursing and Health Sciences.
• Demonstrated success in the development and implementation of institution-wide strategic planning initiatives, assessment, accreditation, program development, and data-informed decision-making.
• Business and financial acumen necessary to facilitate the allocation of resources effectively and efficiently among competing and compelling needs of the institution and its mission.
• Experience in driving sustained enrollment growth.
• Poise, confidence, and experience that allows for balancing the interests of faculty with administrative priorities.
• A caring, confident yet humble, transparent, and truthful approach.
• Experience with diverse communities and diverse student populations, preferably in a large metropolitan setting; demonstrated commitment to fostering a global, intercultural, and diverse educational environment and campus community.
• Excellent communication skills within and beyond the institution.
• An earned terminal degree in an academic discipline represented in the College with qualifications meriting appointment as a full professor.

About Manhattanville College

History Highlights
In March of 1917, 76 years after its founding as the Academy of the Sacred Heart, a Catholic boarding school for girls, Manhattanville was chartered as a college by the New York State Board of Regents, empowering it to grant both undergraduate and graduate degrees. In September 1952, the college moved to Purchase to the former estate of Whitelaw Reid, publisher of the New York Herald Tribune and Ambassador to England.

Fully co-educational since 1971, Manhattanville's original vision lives on in the tradition of service begun by the Society of the Sacred Heart, extending from the students to the global community. During the
Depression and World War II, President Grace Cowardin Dammann, RSCJ instilled in Manhattanville's students a keen awareness of social problems by encouraging them to spend one day a week working with children at the Barat Settlement in the Bowery and at Casita Maria in East Harlem. Mother Dammann's widely published speech, *Principles vs. Prejudice*, inspired other colleges to break down racial barriers. The long tradition of the school, which preceded the college charter, determined the character Manhattanville would have: a firm belief in the liberalizing effect of the liberal arts, a lively sense of tradition, a wide-ranging interest in the most humane manifestations of the human spirit, and a continuing effort to enhance the local community and to accept responsibility for this segment of human history.

**Mission**
The mission of Manhattanville College is to educate students to be ethical and socially-responsible leaders in a global community. We are committed to:

- Ensuring the intellectual, ethical and social development of each student within a community of engaged scholars and teachers.
- Encouraging each student to develop as an independent and creative thinker in pursuing career and personal goals.
- Providing a diverse, inclusive and nurturing environment which develops in each student a commitment to service and leadership within a global community.

**Academics**
Manhattanville's undergraduate programs combine the intellectual strengths and passions of a liberal arts education with hands-on, real-world experiences, enabling students to succeed in dynamic and exciting careers. The College, which is fully accredited by the Middle States Commission on Higher Education, offers more than 50 undergraduate areas of study, along with master's degrees, accelerated bachelor's degrees, and professional certificates. Manhattanville has three schools:

The School of Arts and Sciences centers on a strong liberal arts curriculum that reflects the current needs of students, society, and the job market. Undergraduates can choose from 45 majors and minors, while graduate students can explore our offering of 75 graduate degrees and advanced certificates.

The School of Professional Studies' continuously evolving, industry-driven curriculum offers five programs leading to a master of science degree in business leadership, finance, human resource management, marketing communication management, and sport business and entertainment management, in addition to advanced certificates, adult accelerated degree programs, and dual B.S./M.S. degree options. The Post Baccalaureate Pre-Health program is geared toward students interested in applying to graduate or professional preparation in the health sciences, particularly in the fields of medicine, dentistry, physical therapy, and optometry.

Manhattanville College’s School of Education prepares Pre-K-12 teachers and administrators, higher education and community leaders, and education entrepreneurs, most of whom work in the tristate area. Having celebrated its 50th anniversary in 2015, the School of Education offers a variety of degrees and programs including bachelor of arts, master of education, master of professional studies, doctor of education, professional diplomas, and certificates of advanced study. The School of Education also offers dual degree programs for undergraduate students to complete bachelor’s degree and master’s degree programs in education in 5½ years, as well as an accelerated graduate program, Jump Start, which
prepares primarily career changers to teach in New York City. Students may also obtain provisional New York State Teaching Certification at both the undergraduate and graduate levels. Other graduate programs include the Master of Fine Arts in Creative Writing, housed under the School of Education. In the Fall of 2019, the College opened a Center for Design Thinking on campus which offers curricular and co-curricular activities grounded in the Design Thinking process. The College is preparing to launch a School of Nursing and Health Sciences.

Faculty
Manhattanville College’s 114 full-time faculty are deeply committed to the College and focused on its students, providing exceptional teaching, mentoring, and personal attention. A 10:1 student-faculty ratio allows for a strong and interactive learning culture.

Students
Manhattanville serves approximately 1,500 undergraduate students from more than 44 countries and 33 U.S. States and an additional 1,000 graduate students. 61 percent of Manhattanville’s students are residential and live on campus. 89 percent of the Class of 2018 are employed or in graduate school.

The Manhattanville College student body is diverse and inclusive. Over 25 percent of students identify as Hispanic and 10 percent as African-American. Approximately 40 percent of students are the first in their family to attend a college or university.

Athletics
Manhattanville College competes in 20 varsity sports in Division III of the NCAA. Men’s sports include baseball, basketball, cross country, golf, ice hockey, lacrosse, soccer, tennis, and track and field. Women’s sports include basketball, cross country, field hockey, golf, ice hockey, lacrosse, soccer, softball, tennis, track and field, and volleyball. Manhattanville has a rich history of athletic success at both the team and individual levels, boasting over 100 collective regular-season and conference tournament championships and 42 NCAA Tournament appearances.

Leadership
Dr. Michael Geisler became Manhattanville College’s 13th president in October 2016. With Dr. Geisler’s visionary leadership, the College looks to affirm Manhattanville as an institution of new ideas and a hub of intellectual conversation.

Before coming to Manhattanville, Dr. Geisler served as Vice President for Risk and Compliance, Professor of German, and former Vice President for the Language Schools, Schools Abroad, and Graduate Programs at Middlebury College. During his more than 20-year career at Middlebury, he held a number of significant leadership roles devoted to strengthening, integrating, and expanding Middlebury’s brand, programs, and enrollment in the U.S. and abroad. He was responsible for college-wide planning, management, and oversight for risk management and compliance matters.

During his time as Vice President for Language Schools, Schools Abroad, and Graduate Programs, Dr. Geisler also served as the C.V. Starr Professor in Linguistics and Languages. He is credited with establishing two new Language Schools in Hebrew and Korean, graduate programs in Arabic, Chinese, and Hebrew, and 22 new sites for Middlebury’s C.V. Starr Schools abroad. Under his leadership, the
Middlebury Bread Loaf Writers’ Conference, led by director and award-winning poet Michael Collier, launched two major new writers’ conferences, one focusing on environmental writing and one on translation, in addition to a site abroad in Erice, Sicily. Dr. Geisler is also responsible for the successful launch of a very different summer immersion program, Middlebury’s School of the Environment.

Before Middlebury, Dr. Geisler taught at Guilford College and Massachusetts Institute of Technology. Dr. Geisler received the German Abitur, the Staatsexamen (equivalent to the M.A.) in English and German from the University of Mannheim, and a Ph.D. in German literature from the University of Pittsburgh.

Strategic Plan
Manhattanville College recognizes the critical importance of strategic direction and a plan that informs and guides the institution’s goals, action plans, and resource allocation. The Manhattanville Strategic Plan 2017-2020: Building Bridges. Making Connections. Reaching Destinations outlines key initiatives and goals that will further the mission of the College in ways that:

- leverage the past by celebrating the rich history of the College and its roots in premier education and social justice;
- acknowledge the present by remaining cognizant of the needs of every member of the community; and
- anticipate the future so as to be able to prepare our students to succeed both personally and professionally, and continue to have a positive impact on those around them.

Budget
Manhattanville College’s operating budget is approximately $61 million. Strong fiscal stewardship has ensured a stable financial position for the College.
Purchase and Westchester County
Purchase is a hamlet in the town of Harrison, NY in Westchester County with approximately 5,400 residents. The area blends residences, educational institutions, and corporations, including Mastercard, Pepsi, Atlas Air, and Central National-Gottesman headquarters, and is known as a nexus for power brokers and celebrities.

Westchester County, located in the heart of the historic Hudson Valley, covers 500 square miles and has a population of just under a million. The County is a blend of six bustling cities, 20 quaint villages and 19 picturesque towns, as well as open spaces and a network of beautiful parks. Westchester County is known for top-notch public schools and a high quality of life. The County is also an intellectual capital, boasting a highly educated workforce, competitive colleges and universities, Fortune 500 companies, world changing non-profits, and cutting-edge research centers.

Manhattanville College is easily accessible from New York City from Grand Central Terminal via Metro North Railroad’s Harlem Division line to White Plains. The College is also easily accessible from all New York City area airports: Westchester County Airport, Kennedy International Airport, LaGuardia Airport, and Newark International Airport.

Applications and Nominations
The Provost and Vice President for Academic Affairs Search Committee will begin review of applications immediately and continue its review until an appointment is made. For best consideration, application materials should be received by January 31, 2020, and include a letter of interest, resume, and the names, email addresses and phone numbers of five professional references (references will not be contacted without the prior knowledge and approval of applicants). Application materials should be sent electronically (Adobe PDF or Microsoft Word) to: ManhattanvilleProvost@agbsearch.com.

AGB Search is assisting Manhattanville College with this important search. Please direct nominations and inquiries to the following consultants:

Dr. Melissa K. Trotta
Associate Managing Principal
melissa.trotta@agbsearch.com

Dr. Carlos Hernández
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Manhattanville College adheres to all federal, state, and local civil rights law banning discrimination in higher education institutions. The College prohibits discrimination and harassment against any employee, applicant for employment, volunteer, student, or applicant for admission on the basis of age, race, creed, color, religion, national origin, alienage or citizenship status, ethnicity, sexual orientation, military status, sex, gender, disability, predisposing genetic characteristics, criminal conviction, marital status, familial status, domestic violence victim status, gender identity, transgender status, or gender dysphoria.