

Provost Search

John H. Sargent III

Educational Technology Department, New Jersey City University

EDTC8151364 Adv Adm & Super Tech Edu Setting

Dr. Dana Mason

Oct 29, 2024

As Governing Chair of the Search Committee, I will post an employment opportunity for the college's needs in hiring an Assistant/Associate provost to provide leadership and contribute to all features of our academic operations mission. All applicants must submit a resume, cover letter, CV, and three professional references within 60 days of the closing date stated on our employment Website. The salary ranges from \$103,000 – \$135,220 depending on experience and education. The incumbent must have a master's degree in a related field of study, A doctoral degree is preferred. We are an equal-opportunity employer, and we protect our employees against unfair disadvantages in hiring and promotions based on Race, Color, religion, sexual orientation, national origin, and disabilities. The office of the Assistant/Associate provost is the second in command to the college's Chief Academic Officer. The duties and responsibilities of this position include but are not limited to the following:

- Set and communicate institutional objectives
- Galvanize growth through actions and decisions
- Laying standards within complete cutting-edge academic programs and student activities
- Expedite the synergism between academic departments by encouraging the

use of interdisciplinary resources

- Advise in the search and give endorsements to the College President for Deans, when the position needs to be filled
- Oversee the recruitment and retention of faculty by their achievements in research, erudition, and instruction
- Advocate for student services and pedagogical programs that give students a collection of academic opportunities in multiple local, regional, national, and international settings
- Ushering in policies directed toward accreditation and certification
- Govern diversity in retaining staff, pedagogues, and students
- Review all Dean's designations of promotions and tenure of pedagogues
- Oversee the Dean's and Research legislative body
- Guide scholarly preparation and the financing of capital activities
- Assess the institution's budget planning
- Advocate to the board of trustees analyzing the development of curriculums
- Assess all infrastructure improvement projects
- Support Senate and Executive Delegations
- Appraise reports from pedagogues that need the Boards of Trustees consent

This document produces the executable excursion for establishing a hiring committee to employ an Assistant/Associate Provost. The interviewing process activities will start with an overview of the college's history and end with pertinent details of our mission of educational culture. It covers the entire application process. The school is nested in a multicultural environment and has a history of graduating students with diverse ideologies. Some of them become part of our staff after graduating. They understand our commitment to the community, and they're enriched in our organizational pride, that being said, the search committee comprises a culturally intergraded group of hired professionals: a Spanish Dean, a Chinese Senate member, a white Executive officer, a Portuguese member of the board of trustees, a Korean pedagogue, and an African American chair. The formulation of this committee will be supported by the job requirements of the position sought after, including the committee member's experience and length of time with the institution. Incidentally, the selection committee was comprised intentionally to have different viewpoints of the incumbent's abilities. The committee will be given ample time to review the job requirements and the incumbent's credentials. To be certain that the interview process is fair and equitable; all incumbents will be asked the same

contemporized questions concerning their resume, CV, and references. After their references have been vetted and verbally interviewed. Hence, we like to think that the incumbent's references are the most salient, because they give a more realistic evaluation of a person's character, at the same time, understanding that the interview process can be prolonged due to communicating with all references. As a matter of fact, the references give us a superior understanding of the future Assistant/Associate Provost in narration, which is a great way to summarize the interviewing process. The person selected for the position will be chosen from the top three candidates. The process will start with a phone interview. Then, the interviewee will go through two Zoom meeting panel interviews. Finally, there will be two in-person panel interviews. Because the entire search committee is to be involved throughout this interviewing process, the interviewees are subjected to dual Zoom and in-person interviews. The interview questions will be derived from a collaborative consortium of the selection committee. For instance, enabling specific inquiries into the incumbent's understanding, awareness, and insight into our community. We would like to know, for example, "Who do we need in the room for something different to occur in the world", Block, (2009, pg. 118). After all, multicultural communities can present obstacles to

our educational process, but having an educational culture supported by individuals that intertwine with such communities causes the betterment and development of traditions. It's imperative that the interviewing process enchant, and entices the future Assistant/Associate Provost, in other words, the interviewee needs to embellish what the community offers.

Reference

Block, P., (2009), Community the Structure of Belonging, Berrett-Koehler Publishing, Inc., San Francisco, CA

[About | Office of the Provost | Case Western Reserve University](#)