TABLE OF CONTENTS

The Search 3
About CSE 4
Mission Statement 5
Core Values
Leadership 6
Academic Programs and Faculty 7
Location 8
Athletics
Clubs and Organizations
About Campus Ministry 9
Significant Renovations
Community Engagement
Financial Stability
The Opportunity 10
Agenda for Leadership 11
Preferred Qualifications 12
Nominations and Inquiries 13
The President and community of the College of Saint Elizabeth invite applications and nominations for the position of Vice President for Academic Affairs (VPAA). The College is seeking a VPAA who will inspire excellence and innovation in pedagogy, student learning, and academic programs and who embraces the College’s mission as a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds, and cultures focused on engaged learning for leadership in service to others.
ABOUT CSE

Located in Morristown, NJ, less than an hour train ride away from New York City, the College of Saint Elizabeth was established by the Sisters of Charity of Saint Elizabeth, opening its doors on September 11, 1899 with six students, making it New Jersey’s first four-year Catholic college for women. The co-educational continuing studies program began in 1978 and CSE has been fully co-educational since 2016. Preparing responsible leaders for meaningful lives in a changing world has been CSE’s hallmark since the college was founded 120 years ago. We accomplish this by bringing motivated students together with outstanding teachers in small classes and a highly communal, student-centered culture emphasizing individualized attention.

CSE is ranked third among private schools in New Jersey on Money magazine’s “Best Colleges in 2018” list. U.S. News & World Report lists CSE among “Best Ethnic Diversity” colleges and ranks the College’s M.A. in Justice Administration and Public Service tied for No. 14 in the nation for online criminal justice graduate programs. Washington Monthly named CSE among the top 100 schools on both “Best Master’s Universities” (#98 out of 695 nationwide) and “Best Bang for the Buck – North” (#38 out of 400 in Northeast region).

In addition to our traditional four-year undergraduate program, CSE offers a variety of flexible evening, weekend, and online continuing studies, graduate and professional certificate programs. Degree programs include our new four-year prelicensure BSN, Biology, Business, Counseling Psychology, Criminal Justice, Dietetic Internship, Education/Educational Leadership, Foods and Nutrition, and Psychology. In Fall 2019, we welcomed our first class in the new M.S. Physician Assistant program.

CSE is devoted to providing educational and career training opportunities to traditionally underserved communities. Sixty-three percent of our student population is comprised of first-generation college students. CSE also is committed to providing a superior educational experience that is affordable. We invest heavily in our students through a generous program of financial aid and strive to maintain competitive tuition levels with one third of CSE’s annual budget dedicated to student aid programs. Seventy-six percent of our first-time freshmen are low-income students who are eligible for federal Pell funding and 97 percent of undergraduate students receive some form of assistance either through CSE institutional scholarships, state and federal funding, or private scholarships.
The mission of the College of Saint Elizabeth, sponsored by the Sisters of Charity of Saint Elizabeth, is to be a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds and cultures.

Through the vision and values of Elizabeth Ann Seton, Vincent de Paul and Louise de Marillac and rooted in Gospel values and in Catholic Social Teaching, the College of Saint Elizabeth affirms its solidarity with the poor and its commitment in service to the community.

VISION STATEMENT
The College of Saint Elizabeth will be nationally recognized for educating individuals who seek an education focused on engaged learning and leadership in service to others.

MISSION STATEMENT
The College of Saint Elizabeth is an engaged institution of higher education, driven by mission and informed by our Catholic and Sisters of Charity traditions, and seeks to live the following core values to achieve our mission, vision and strategic goals:

**Integrity**
As a community we are called to unite in honesty, trust and mutual respect and be transparent in our choices.

**Social Responsibility**
As a community we are required to support the just and ethical well-being of individuals and communities to promote justice, diversity, and sustainability.

**Leadership**
As a community we are inspired and empowered to move beyond our own boundaries to be accountable, to innovate and to transform for the common good.

**Excellence in Teaching and Learning**
As a community we are committed to creating a stimulating learning environment that promotes critical inquiry and the holistic development of the individual.
HELEN J. STREUBERT, ED.D., COLLEGE OF SAINT ELIZABETH PRESIDENT

Dr. Helen J. Streubert is the seventh president of the College of Saint Elizabeth (CSE), having assumed the role on July 1, 2013. Her leadership is focused on strengthening the mission of the College, particularly advancing academic excellence established by the Sisters of Charity of Saint Elizabeth and collaborating with the college community to continue to develop leaders committed to service.

Under Dr. Streubert’s leadership, the College embarked upon a five-year strategic plan from 2015-2020 that courageously sets a direction to continue providing a high-quality education to those who may not have access. This included guiding the College to become fully co-educational in 2016 with a platform that continues the commitment to the development of women’s leadership.

During this time, the College raised more than $13 million in capital funding and successfully completed a number of significant campus renovations.

Among the new programs launched at the College are the new Doctor of Psychology (Psy.D.) in Counseling Psychology, Master of Science in Physician Assistant, Master of Science in Data Analytics, Master of Arts in Social Media Design and Management, Master of Arts in Applied Behavioral Analysis, Master of Public Health, Bachelor of Arts in Sports Management, Bachelor of Social Work and a four-year prelicensure Bachelor of Nursing.

Dr. Streubert serves on the boards of the Association of Independent Colleges and Universities of New Jersey, New Jersey Independent College Fund, National Association of Independent Colleges and Universities and Academic Search and is a member of the New Jersey President’s Council and Colonial States Athletic Conference. She also has chaired accreditation teams for the New England Association of Schools and Colleges and Middle States Commission on Higher Education.

Prior to joining the College of Saint Elizabeth, she held academic leadership positions in Texas and Pennsylvania. During her tenure in higher education, she has served as a professor, department chair, division chair, special assistant to the president, service-learning center director, and associate vice president of academic affairs.

Dr. Streubert holds a doctoral degree from Teacher’s College, Columbia University, New York, N.Y., a Master of Science in Nursing from Villanova University, Villanova, PA. and a bachelor of science from Cedar Crest College, Allentown, PA.
Focusing on excellence in teaching and learning, the College offers students a wide range of educational choices at both the undergraduate and graduate levels with majors and programs of study in business, education, the liberal arts and sciences, nursing and health professions, and other fields. The College has 22 undergraduate majors, 14 master’s degree programs and three doctoral programs (Psy.D. and Ed.D. with two tracks, K-12 leadership, and higher education leadership). The College offers six combined degree programs, five dual degree programs, and four professional preparation programs. The average undergraduate class teacher-to-student ratio is 1:13.

The faculty represents a broad range of expertise and experience and share a common commitment to student engagement and success. Seventy-eight percent of the faculty have earned doctoral degrees. Professional programs offer instruction from faculty with both terminal degrees and professional experience.

The Conklin Academic Success Center (CASC) offers every student the support needed to become an independent, life-long learner by providing free, high-quality academic assistance through one-on-one and small group tutoring in a wide range of content areas, as well as workshop presentations on study skills and learning strategies. The CASC is also a resource for the academic community at large, for information on learning styles and strategies to improve student engagement.

One of the College’s most distinctive programs is the **CSE Promise (CSEP)**. The CSEP integrates classroom instruction, experiential education, servant leadership, and career-focused workshops. It is structured so that each year of the program builds on the previous one, helping students prepare for their next career step after graduation. Our Promise states that for any student who fully participates in our program for all four years of the college experience but does not receive a job offer or is not accepted into a graduate/professional school within six months of graduation, the College will provide that student with a paid six-month internship.

In the classroom and beyond, service to the community is an integral component of the CSE experience. Eighty percent of undergraduate students participated in service-learning, providing over 6,700 hours of community service in 70 different community agencies and 11 schools.
CSE’s beautiful 200-acre campus offers a peaceful setting that is in easy reach of all the excitement and opportunities of a large metropolitan area, including museums, theaters, concerts, sporting events and internships. New Jersey Transit’s Convent Station is located at the gates of CSE, offering easy access to New York City, one of the most vibrant cities in the world. Take a quick look at CSE from the sky.

ATHLETICS

CSE competes in NCAA Division III athletics and is a member of the Colonial States Athletic Conference (CSAC). Upon going co-educational in 2016, CSE added men’s sports. In February 2019, the men’s basketball team competed in postseason competition for the first time. A new baseball program was also launched in 2020.

Sports (Women): Basketball, Cross Country, Soccer, Softball, Tennis, and Volleyball

Sports (Men): Baseball, Basketball, Cross Country, Soccer, Tennis, and Volleyball

CLUBS AND ORGANIZATIONS

- Artistic Luminosity Club
- Biology Club
- Black Student Union (BSU)
- Food Committee
- Academic Life Committee
- Business Club
- College Activities Board (CAB)
- Campus Ministry
- Commuter Council
- Dance Company
- Elizabethan Education Association (EEA)
- Residence Hall Council (RHC)
- Math and Computer Science Club
- Nutrition and Wellness Club
- Psychology Club
- Mock Trial Club
- Student Government Association
- Students Take Action Club (STAC)
ABOUT CAMPUS MINISTRY

Campus Ministry at CSE has its roots in the Gospel of Jesus Christ. Founded in the Roman Catholic tradition, we are committed to a ministry of inclusivity, which honors, celebrates, and fosters the spirituality of every member of the campus community.

Because of our strong Catholic and Vincentian identity, we are dedicated to building the community through worship, service, prayer, spiritual development, interfaith dialogue and outreach. Our hope is that everyone can find a home in campus ministry.

SIGNIFICANT RENOVATIONS

In Fall 2018, CSE opened the Anastasia Health Sciences Center, Rainis Auditorium, and Luing Gymnasium – all thanks to generous alumni donations.

The Anastasia Health Sciences Center Clinical Assessment Lab includes a 12-bed patient simulation room, and six fully equipped examination rooms located in the Patient Evaluation Clinic. Both areas are used by undergraduate and graduate nursing students, as well as students in the M.S. in Physician Assistant program. The facility also includes high-fidelity computerized mannequins simulating real-life health care scenarios and two newly acquired Anatomage Tables, providing life-size interactive dissection tables that allow students to visualize anatomy down to the cellular level.

Rainis Auditorium is a newly renovated conference and lecture hall facility seating 94 and featuring technology updates that include USB and electrical outlets at each seat, WiFi connections and a large glass white board.

Luing Gymnasium adds a second NCAA-regulation gym and is home to CSE’s women’s and men’s volleyball teams.

COMMUNITY ENGAGEMENT

Service is a vital aspect of CSE’s culture. Through a grant from the Campus Kitchens Project, CSE is one of 63 Campus Kitchens in the country, helping develop innovative local solutions to food insecurity. Students are collecting unused food from the dining hall – augmented by donations from local restaurants and grocery stores – and creating frozen meals for local organizations that serve the hungry.

More than 90 alumni and friends volunteer in our mentoring program, which pairs a seasoned professional with undergraduate students. Managed through CSE’s Experiential Learning Center, mentors and mentees meet or communicate monthly for at least two semesters.

FINANCIAL STABILITY

In June 2019, for the fifth consecutive year, CSE closed its books with a balanced budget and small surplus. Our Dun and Bradstreet Viability Rating improved again recently (to a 1-1-A-A) – reassurance that student tuition dollars and philanthropic gifts are invested wisely.
As the chief academic officer of the College, the VPAA oversees all academic policies and programs dedicated to fostering the intellectual life of the College and student success. The VPAA will be a dynamic leader who combines a deep passion for liberal arts and professional education with the academic, financial, and strategic acumen to offer strong, collaborative, and transparent leadership within the community. As the College moves forward to becoming a university, the VPAA will play a leading role in strengthening the institution’s identity as a Catholic institution dedicated to serving the needs of a diverse student population, promoting service, social justice, and academic excellence. The VPAA will be passionate about the education of the whole person, building deep partnerships with student development, athletics, and other areas of campus to ensure a seamless learning experience with academics at the center.

The VPAA reports directly to the President and will work in close partnership with the President to support the institutional vision for the future and to develop and implement initiatives to advance the College’s priorities. The VPAA should be a forward-thinking proactive leader who understands national and regional higher education trends, and who is able to advance innovation while embracing the rich heritage and values of the institution.

The VPAA will be arriving at an exciting time for the College as it develops new collaboration with Drew University. Seeking to improve services and academic opportunities for students, the VPAA will participate on a leadership team that will engage in conversation to identify new initiatives that will benefit both institutions.

In addition to providing leadership for the faculty, the VPAA oversees Institutional Research, Disability Services, the EOF and FasTrak programs, the Holocaust Education Center, the Center for Human and Social Development, the Academic Success Center, the Office of the Registrar, the College Library, and the Honors Program.
ASSESSING AND STRENGTHENING ACADEMIC AFFAIRS
The VPAA will lead the staff, faculty and department chairs in fulfilling the College mission to provide a dynamic, contemporary learning environment that honors tradition, embraces diversity, inspires innovation, and strives for excellence. Working in close partnership with the President, Cabinet, and faculty, the VPAA will play a significant role in shaping the direction of the College, which includes the transition from college to university status. The VPAA will provide leadership to identify what academic initiatives are institutional priorities for resource allocation; advancement and development; and enrollment management, especially student retention. Among the key priorities for the VPAA will be a focus on strengthening and reinvigorating current academic programs while fostering fresh perspectives and new avenues of opportunity.

Diversification of programs at both the undergraduate and graduate levels, while establishing a stronger, more visible identity in both undergraduate and graduate recruitment efforts, is essential. The College has significant opportunities for revenue growth by adopting new programs to serve undergraduate, graduate, part-time, and adult populations in various instructional modalities. The VPAA is expected to lead initiatives in each of these areas and implement programs that will increase enrollment and revenue while also maintaining academic quality.

The successful candidate will have experience in assessing academic offerings and taking steps to ensure the academic portfolio reflects the institutional mission while responding to new and emerging opportunities to meet students’ evolving needs and expectations.

PROVIDING ACADEMIC LEADERSHIP AND FOSTERING SHARED GOVERNANCE
The VPAA will lead faculty, staff, and administrators to pursue focused goals in a clear, purposeful way, and provide leadership that will foster shared governance among both the faculty and administration. The VPAA will instill a spirit of teamwork, information-sharing, mutual respect, and trust within the community and serve as a role model who supports diversity, inclusion, and transparency in decision-making. The successful candidate will be a collaborative leader who acts with integrity, possesses the ability to communicate with diverse constituents, and fosters collegiality and clarity in the decision-making process.

The VPAA will work closely with the faculty to maximize opportunities for healthy dialogue, including ongoing engagement in strategic goals and budget development that promotes innovative approaches to teaching and learning. Recruiting and retaining talented faculty while also invigorating long-serving faculty by supporting ongoing professional development are critical skills for the successful VPAA. The VPAA should create a culture in which faculty achievements are recognized, faculty development is supported, and faculty are held accountable to high professional expectations. In addition, the VPAA will support the use and further development of qualitative and quantitative measures of accountability for all programs.
MANAGING RESOURCES
The VPAA must demonstrate financial expertise to manage the largest component of the College’s overall budget. The VPAA must be a leader who, with careful critical analysis, discernment, and openness, will help the College define and act on major academic issues and initiatives and who can, once these issues and initiatives have been informed and explored, execute those decisions in the service of the College.

The VPAA will work with the President, faculty, and development staff to increase funding opportunities for new programs and professional development activities for faculty and staff. The VPAA, in collaboration with the Vice President for Institutional Advancement, will identify and procure new sources of financial support; new foundation, corporate and federal support; innovative partnerships with other institutions and with businesses and foundations; infrastructure investments; and grant-based revenue streams to support these activities.

PREFERRED QUALIFICATIONS
The College of Saint Elizabeth seeks a VPAA who, in partnership with President Streubert and the Cabinet, will lead the College’s efforts to achieve new levels of academic excellence and success. The College is therefore looking for someone who possesses a combination of knowledge, skills, and characteristics embodied in the following descriptions.

A candidate should be:

• A dynamic and creative administrator with a record of accomplishment at a senior leadership level.
• A scholar and teacher who possesses a doctoral or terminal degree and the academic credentials suitable for an appointment at the level of full professor.
• A champion of liberal arts education and professional education with a deep and abiding passion for the College’s mission.
• A leader who shares the community’s commitment to fostering a climate of inclusion and a campus reflective of the world’s rich diversity, and believes in the value of diversity in enriching the learning experience and the quality of life for students, faculty, and staff.
• An advocate for academic innovation related to new and emerging trends in higher education and market demand, including strategic use of technology across the curriculum.
• An administrator with both expertise and a record of success in creating online, graduate, adult, and non-traditional academic programs.
• An academic leader who values the faculty and follows best practices in recruiting and retaining faculty, increasing diversity and inclusion among the faculty, enhancing faculty development, and supporting clear and appropriate standards for tenure and promotion.
• An administrator who understands and is responsive to the changing demands of accreditation and accountability in higher education and is committed to continuous data-driven improvements in academic affairs.
• A consensus builder who embraces open dialogue and renders decisions in an open, honest, and transparent manner and who is willing and able to lead through difficult or challenging situations.
• A team player with strong and constructive problem-solving skills, with the ability to demonstrate grace under pressure and find humor in situations.
NOMINATIONS AND INQUIRIES

Academic Search is assisting the College of Saint Elizabeth in this search. Nominators and prospective candidates may arrange a confidential conversation about this exciting opportunity with the Senior Consultant, Cynthia M. Patterson, at Cynthia.Patterson@academicsearch.org or (561) 901-9272.

TO APPLY, A CANDIDATE SHOULD SUBMIT:
1) a letter of intent addressing how the candidate’s experiences match the position requirements; 2) a current CV/resume; and 3) contact information for at least five professional references, including email addresses and a brief note of the candidate’s working relationship with each. References will not be contacted without the prior knowledge and approval of the candidate and at a later stage in the search.

Please send materials as an email attachment in Word (3 separate documents) to CSEVPAA@academicsearch.org. For full consideration by the search committee, applicant materials should be submitted by April 10, 2020.

Additional information about the institution can be found at https://www.cse.edu/

The College of Saint Elizabeth is an equal opportunity and affirmative action employer.
ABOUT ACADEMIC SEARCH

Academic Search, Inc. is assisting the College of Saint Elizabeth in this work. For more than four decades, Academic Search has offered executive search services exclusively to institutions of higher education. Academic Search was founded on the principle of strengthening higher education leadership through professional search services. We are the only search firm in the nation with a formal relationship to a premier leadership development program. As the subsidiary of the American Academic Leadership Institute (AALI), Academic Search provides substantial financial support to a number of leadership identification, development, and support programs across all sectors of public and private higher education. For more information, visit http://www.academicsearch.org.

Committed to identifying and DEVELOPING LEADERSHIP by providing the highest level of search to our clients and assisting in ENRICHING THE PIPELINE of potential leaders in higher education.