

SEARCH PROSPECTUS:

Vice President for Academic Affairs &
Dean of the Faculty



Est. 1868

BLOOMFIELD
COLLEGE

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THE SEARCH

The President and community of Bloomfield College invite applications and nominations for the position of Vice President for Academic Affairs & Dean of the Faculty (VPAA/Dean). Under the leadership of its new President, Dr. Marcheta P. Evans, Bloomfield College is at a critical inflection point in its history. President Evans is seeking a partner who will inspire excellence and innovation in pedagogy, student learning, and academic programs and who can articulate an academic

vision that embraces the College's mission to serve the educational needs of first-generation and other traditionally underrepresented students. The VPAA/Dean will serve as both a leader of and colleague to the faculty and foster its further development. The VPAA/Dean will be a passionate champion of accessible, high-quality education, who is able to provide the strategic leadership necessary to meet the challenges and opportunities that will shape the College's future.

THE COLLEGE

Beginning as the German Theological School founded by the Presbytery of Newark in 1868, Bloomfield College has evolved into one of New Jersey's leading private colleges. Strategically located in the New Jersey-New York metropolitan region, the College offers academic programs at both the undergraduate and graduate levels, attracting commuter and residential students to its tree-lined, urban 12-acre campus.

The mission of Bloomfield College is: *To prepare students to attain academic, personal and professional excellence in a multicultural and global society.* Programs of study are rooted in the liberal

arts and professional training and assist students in obtaining the skills, knowledge, and values that they need to become empowered individuals engaged in renewing themselves, their relationships, their workplaces, and their communities. Recognized as one of the most diverse national liberal arts colleges in the United States, the College offers the lowest tuition rate of the private four-year institutions in New Jersey. Quality instruction, a commitment to student service, and improved facilities and grounds are among the attributes that have attracted prospective student interest and enhanced the campus environment.

LOCATION

The College is located in northern New Jersey—just 15 miles from New York City—in the historic town of Bloomfield. Multiple NJ Transit lines stop within walking distance of the vibrant campus, making for an easy commute between the College, New York City, and other population and opportunity centers. Northern New Jersey itself is a cultural epicenter for entertainment, businesses, and employers that offers internship and career opportunities.

In addition, the downtown area of Bloomfield is undergoing a dramatic transformation, with the construction of several new residential housing developments and the opening of new retail establishments. The College's Franklin Street Residence Hall is part of Bloomfield's downtown revitalization.



ACADEMIC OFFERINGS

Bloomfield College offers academic programs leading to both bachelor's and master's degrees in the liberal arts and professional fields. The College currently offers more than 40 majors or concentrations, including student-designed majors when approved. The College's academic programs are organized into seven divisions: Business; Creative Arts and Technology; Education; Humanities; Natural Science and Mathematics; Social and Behavioral Sciences; and Nursing. Graduate programs are offered in teacher education, early childhood education, special education, fine arts, computer science and accounting. The most popular majors include psychology, sociology, nursing, creative arts and technology, and business. Programs are designed to help students think critically and quantitatively, speak effectively, write clearly, and develop aesthetic appreciation.

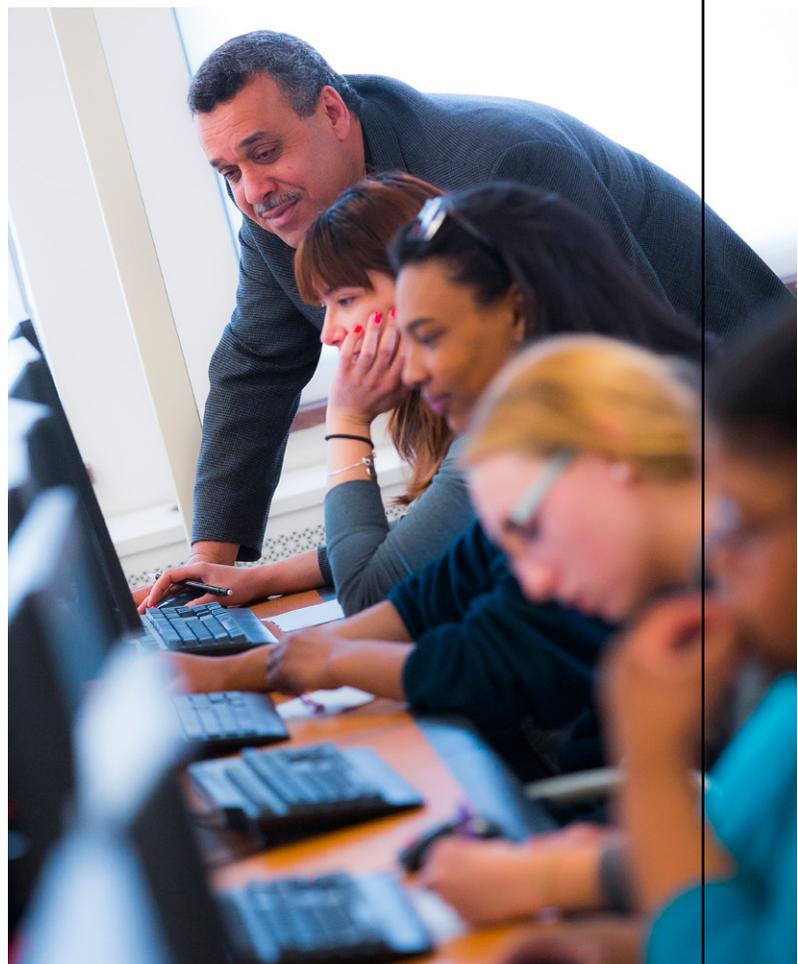
The College is a "workforce-ready" institution, building on a liberal arts core and offering programs in nursing, education, business, computer science, criminal justice, graphic design, animation, game development, and network engineering, as well as in science, mathematics, social sciences, and the humanities. Bloomfield has designed its curriculum to provide graduates with a sound liberal arts grounding coupled with the skills and knowledge that they will need to enter the workforce and develop in their careers.

The College's Honors Program offers students an academic environment that encourages and motivates students to excel in academic work, leadership initiatives, and social responsibility. The College also has chapters in multiple national honor societies, including:

- Alpha Chi (Juniors and Seniors)
- Chi Alpha Sigma (Student Athletes)
- Delta Mu Delta (Business)
- Kappa Delta Pi (Education)
- Pi Gamma Mu International (Social Sciences)
- Psi Chi (Psychology)
- Sigma Theta Tau International Honor Society (Nursing)

The highly respected Frances M. McLaughlin Division of Nursing boasts a 95.83% licensure exam pass rate and was recently ranked second in terms of such pass rate of all Bachelor of Science in Nursing programs in New Jersey.

The *Center for Innovation in Teaching to Enhance Learning* (CITEL) serves the College community by providing a broad range of academic support services that assist students in pursuing excellence in their studies at Bloomfield College. CITEL services include the Tutoring Center; the Writing Center; testing and test preparation; academic coaching; graduate school preparation; a group study hub; the Office of Adult, Transfer and Veteran Education; and the Summer Bridge program for incoming students. Through the TRIO program, which includes the McNair Scholars Program, the College offers preparatory courses to increase student persistence to graduate studies.



INTERNATIONAL PROGRAMS AND PROFESSIONAL STUDIES

Under the auspices of the Office of International Training and Professional Studies (ITPS), Bloomfield College offers international and adult students the opportunity to pursue short-term, non-credit courses of study.

ITPS also offers international students the opportunity to study at the College for short-term summer sessions. Partnerships have been established with universities and colleges in 30 countries, including South Korea, China, Japan

and Romania. Global programs have included IT internships and project management, ESL programs, hospital internships for international nursing students, and teaching practicums for professional teachers.

Corporate training and certificate programs provide working adults with opportunities for career advancement, while international students participate in semester and summer programs that include ESL, credit, and non-credit courses.

FACULTY

The College has 65 full-time faculty positions. Currently, there are 61 full-time faculty members, 41 of whom are tenured. The faculty is unionized, and the VPAA/Dean will need to work collaboratively with a unionized faculty that values the academic enterprise. The College has 141 adjunct faculty. The average class size is 16, while the student-to-teacher ratio is 14:1. A full-time

faculty member's teaching load consists of three course units per semester in addition to advising students. Excellence in teaching and dedication to student success are at the heart of the faculty's commitment to the College's mission, as is the expectation of continuous improvement and service to the College.

RANKINGS AND NATIONAL RECOGNITION

Bloomfield College is nationally recognized as a Minority Serving Institution of higher education (MSI). Under this designation, the College is the only four-year college or university in the state, and one of the few in the nation, to qualify under federal grant guidelines as both a Predominantly Black Institution (PBI) and a Hispanic Serving Institution (HSI). Widely published national reports rank Bloomfield College as 20th out of 2,200 institutions in percent of 5th quintile socioeconomic students who moved to at least the 3rd quintile within 10 years of graduation. In that category, the College ranked first in New Jersey. In addition, the College is one of only two colleges or universities in the state to be recognized by the Gates Foundation as a "Beating the Odds" institution, where students significantly outperform expectations based on various measurements.

According to a recent study published in *The New York Times*, Bloomfield College holds the highest success rate among all New Jersey liberal arts colleges and universities in moving students forward in economic standing.

U.S. News & World Report recently ranked Bloomfield College as the 15th most diverse National Liberal Arts College in the United States. In addition, *The Princeton Review* recently ranked the College's game design program, which is part of the Creative Arts and Technology Division, #1 in New Jersey and #35 nationally on the undergraduate schools list.

ACCREDITATION AND AFFILIATION

Bloomfield College is chartered by the State of New Jersey and accredited by the Middle States Commission on Higher Education. The College successfully completed its last 10-year accreditation from Middle States in 2012 and is up for reaccreditation in 2022. Academic programs are approved by the New Jersey Commission on Higher Education.

The Nursing Program is accredited by the New Jersey Board of Nursing and the Commission on Collegiate Nursing Education. The Program is also a member of the National League for Nursing.

The Education Division is accredited by the Council for the Accreditation of Educator Preparation (CAEP). CAEP is responsible for the oversight of accredited programs and ensures the proper teaching standards are fully implemented for its accredited programs. CAEP accreditation is widely considered as the top teaching program-specific accreditation. The last accreditation was 2014 and the next will be Spring 2021.



Bloomfield College is historically affiliated with the Presbyterian Church, USA, through the Synod of the Northeast, and is a member of the Association of Presbyterian Colleges and Universities.

ENROLLMENT AND STUDENT PROFILE

One of the strengths of Bloomfield College is the rich diversity of its students. The College's commitment to serving students from diverse socio-economic backgrounds is central to its mission. For Fall 2019, total enrollment stands at 1,628 students, with 92% as full-time undergraduates; 51% of the College's students are African-American and 29% are Hispanic. More than half of the College's students identify themselves as first generation and are the first in their families to enroll in college.

The College enrolls students from all 21 counties of New Jersey, with 58% of students matriculating from Essex, Hudson, and Passaic counties. Additionally, Bloomfield College enrolls students from 21 states and 33 countries, further reflecting the College's commitment to diversity and inclusion.

The traditional undergraduate student acceptance rate for Bloomfield College in Fall 2019 was 71%. The College's students have high financial need; the

median family income for traditional undergraduate students in the Fall of 2019 was \$32,308. For the 2019 - 2020 Academic Year, 73.5% of students receive Federal Pell Grants and 66.2% received New Jersey Tuition Aid Grants. More than 95% of students receive financial aid.

The College has articulation agreements with 11 community colleges such as Passaic County Community College, County College of Morris, Union County College, and Essex Community College.

For the Fall 2013 entering cohort, Bloomfield College's total graduation rate (which expands the time horizon reviewed beyond six years and includes graduation from other institutions) was 46%. As for many colleges, retention remains an area of concern, standing at 64% from first to second year for Fall 2019.



FINANCES

Bloomfield College's current operating budget is \$42 million. The College's endowment currently stands in excess of \$14 million. In addition, the College has a reserve fund of \$12 million. The student discount rate is 42.5%. Between 2004-2018, Bloomfield College completed more than \$90 million in capital improvements.

Like many other colleges, recent declines in enrollment have given rise to financial challenges for the College, which have necessitated operational

and staff reductions over the past several years. Given the College's heavy dependence on traditional full-time undergraduate enrollment, the need to expand academic programs to attract non-traditional adult, online, and graduate students is critical. In addition, improving student retention represents a robust opportunity for improving both enrollment and financial stability.

PRESIDENT'S COUNCIL

The President's Council consists of six Vice Presidents in the following areas:

- Academic Affairs
- Student Affairs and Community Relations
- Finance and Administration
- Global Programs and Professional Studies
- Enrollment Management
- Institutional Advancement

The Council is a highly-engaged and collegial group with a strong combination of expertise and experience. Collectively, all Council members are fully committed to the College's mission and are eager for new leadership to drive a strategic planning process to meet short-term financial needs and enhance long-term growth.



THE POSITION

The VPAA/Dean of Faculty serves as the chief academic officer of the College and oversees all academic policies and programs dedicated to fostering the intellectual life of the College and student success. The VPAA/Dean reports directly to the President and oversees both academic programs and the faculty. The VPAA/Dean is a key member of the President's Council 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 College's seven academic divisions, headed by division chairs, report to the VPAA/Dean. Other areas that report to the VPAA/Dean include:

- Instructional Technology
- Registrar and Academic Services
- College Library
- Center for Innovation in Teaching & Learning
- Special Programs

OPPORTUNITY FOR LEADERSHIP

The next VPAA/Dean will be a visionary and entrepreneurial leader who is able to advance innovation while embracing the rich heritage and values of the institution. The College seeks a transformational leader who possesses the academic, financial, and strategic acumen to offer strong, collaborative, and transparent leadership within the community. The VPAA/Dean should be a forward-thinking, proactive leader who understands national and regional higher education trends. As a key member of, and partner to, the senior leadership

team, the VPAA/Dean will work collaboratively with division chairs, faculty, administrators, and staff within Academic Affairs to ensure high-quality services and learning experiences.

Key priorities for the new VPAA/Dean include:

Providing Academic Leadership and Building Faculty Trust: The VPAA/Dean will lead the faculty in innovative curricular changes and online programs that are expected to be part of the

OPPORTUNITY FOR LEADERSHIP (cont.)

new strategic plan. The VPAA/Dean will help the faculty understand the needs and realities, and opportunities and challenges, facing the College and will work closely with the faculty to maximize opportunities for healthy dialogue, including ongoing engagement in strategic goals and budget development. Recruiting and retaining talented faculty while also invigorating long-serving faculty by supporting ongoing professional development are critical skills. The VPAA/Dean 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/Dean will support the use and further development of qualitative and quantitative measures of accountability for all programs.

Assessing and Strengthening the Academic Affairs: The new VPAA/Dean will have a significant role in determining, and have a lasting effect on, the shape and direction of the College. President Evans, in close collaboration with the institutional community and Board of Trustees, has launched a strategic planning process this Fall. The VPAA/Dean will ensure that the academic excellence initiatives of the strategic plan are institutional priorities for resource allocation, advancement and development, and enrollment management. A significant portion of the plan will focus on strengthening and reinvigorating current academic programs while fostering fresh perspectives and new avenues of opportunity. The VPAA/Dean 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 has the courage, once these issues and initiatives have been informed and explored, to make difficult and sometimes controversial decisions in the service of the College.

Constructing Creative Ways to Increase Enrollment and Strengthen Retention: The VPAA/Dean will contribute to the development, implementation, and use of the strategic plan that, in partnership with the Vice President of Enrollment Management, expands enrollment. Addressing retention challenges and increasing graduation rates will be a priority for the new VPAA/Dean. The VPAA/Dean will determine new or revised offerings to attract an increased



number of students and help stabilize enrollment. 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/Dean 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 VPAA/Dean is expected to be an effective spokesperson for the College; to work in tandem with the Vice President for Enrollment Management; to participate regularly in admissions activities when appropriate; and to encourage and support others in academic and student affairs to engage actively in both the recruitment and retention of students.

OPPORTUNITY FOR LEADERSHIP (cont.)

Managing Resources: The VPAA/Dean must demonstrate financial expertise to manage the largest budget component within the College's overall budget. The VPAA/Dean 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/Dean, 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.

Qualifications

Bloomfield College seeks a VPAA/Dean who, in partnership with President Evans and her Cabinet, will lead the College's efforts to achieve new levels of academic excellence and success. ***The successful candidate must be a person with a transformational vision and dynamic style.*** More specifically, the College seeks a VPAA/Dean who demonstrates the following qualifications, traits, skills, and experiences:

Accomplished teacher and scholar:

- Possesses a doctoral or terminal degree and the academic credentials suitable for an appointment at the level of full professor;
- Understands professional training and development activities for faculty, research-based pedagogical practices, and cutting-edge instructional technologies;
- Demonstrates capability as a Dean/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;
- Advocates for academic innovation related to new and emerging trends in higher education and market demand, including strategic use of technology across the curriculum; and
- Brings both expertise and a record of success in creating online, graduate, adult and non-traditional academic programs.

An experienced academic strategic thinker and leader:

- Dynamic and creative administrator with a record of accomplishment at a senior leadership level;
- Proven partnerships with student affairs professionals in defining and supporting the holistic student experience;
- Demonstrates a deep understanding of the contemporary landscape of higher education;
- Acts creatively to resolve complex issues; and
- Understands and is responsive to the changing demands of accreditation and accountability in higher education.

Skilled with financial planning, resource development, and budget management:

- Excellent steward of institutional resources who can help to lead the College through challenging financial constraints, develop new resources, and help to create growth and opportunity;
- Committed to continuous data-driven improvements in academic affairs;
- Demonstrates experience in providing leadership to stabilize and grow enrollment; and
- Willing and able to lead through difficult or challenging situations.

Dynamic and inspirational leader:

- Collaborative leadership style and the ability to work effectively with students, faculty, and administrative colleagues;
- Deep commitment to a shared governance decision-making model;
- Excellent listener who can gather and synthesize appropriate information in order to make and communicate informed decisions in a timely fashion;
- Proven ability to follow through on major decisions; and
- Relates easily to a diverse population and possesses excellent interpersonal and oral and written communication skills.



NOMINATION AND APPLICATION PROCESS

Academic Search is assisting Bloomfield College in this search. Nominators and prospective candidates may arrange a confidential conversation about this exciting opportunity with one of the senior consultants leading this search: **Maya Kirkhope** (Maya.Kirkhope@academicsearch.org or 703-380-9195) and **Cynthia M. Patterson** (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 BloomfieldVPAA@academicsearch.org. For full consideration by the search committee, applicant materials should be submitted by **Wednesday, December 11, 2019**. Additional information about the institution can be found at www.bloomfield.edu.

By Bloomfield College's policy and search committee affirmation, all information from and about candidates will be kept in strict confidence.

Bloomfield College is an equal opportunity employer.

ABOUT ACADEMIC SEARCH

Academic Search, Inc. is assisting Bloomfield College 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/>.



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