SEARCH PROSPECTUS:

Dean of Students
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Hood College is an independent liberal arts college located on a striking and stunningly picturesque campus in the vibrant central Maryland city of Frederick. The College’s well-regarded faculty and caring support staff provide a quality education at the undergraduate and graduate levels in a small-college environment that integrates the liberal arts with professional studies and experiential learning. Hood’s core values and traditions, its commitment to continuous improvement, comparative excellence, and exceeding student expectations have made it a treasured institution to current students and to graduates living in the United States and around the world.

Frederick, the second-largest city in Maryland, is a thriving and friendly community that is conveniently located near Washington, D.C., and Baltimore, Md.—and 30 minutes from the I-270 biomedical and technology corridor. The region combines a vibrant, growing, urban atmosphere with rich opportunities for outdoor experiences and activities, which also boasts one of the best public school systems in the country. Frederick’s downtown is regionally known for its restaurant scene, boutique shops, and active arts community. Frederick County contains a range of state and local parks and is located close to a number of nationally important historic sites. To further explore Frederick County’s highlights and attractions, see here.

For more than 125 years Hood College has prepared students for successful careers and the responsibilities of citizenship. Hood traces its history to 1893 when the Potomac Synod of the Reformed Church of the United States—now the United Church of Christ—established the Woman’s College of Frederick, which was renamed to Hood College in 1912. While initially a women’s institution, commuting male students have been a part of Hood’s undergraduate and graduate populations since 1971 and the College became fully coeducational in fall 2003.

The College is widely recognized for its degree programs and opportunities for high-caliber research in the natural sciences. It offers 33 undergraduate majors, master’s degrees in 21 professional areas, 13 post-baccalaureate certificates, and a doctoral program in organizational leadership leading to a doctorate in organizational leadership or doctorate in business administration. More than 1,100 undergraduates and nearly 1,000 graduate students from across the nation and the world are enrolled at Hood. Hood has 101 annual-contract faculty members, 92 percent of whom hold a doctorate or the terminal degree in their field. Additionally, 131 part-time faculty and numerous adjunct instructors who are community scientists and professionals complement the faculty with their expertise. In all that it does, Hood recognizes that a strong foundation in the liberal arts provides the best possible preparation for personal and professional success.

The 2019 Hood Fact Sheet can be found here. The range of undergraduate programs can be found here, and the graduate programs can be found here.
Andrea E. Chapdelaine, a lifelong teacher and scholar, became Hood College’s 11th president July 1, 2015. She was formally inaugurated on Oct. 17, 2015. President Chapdelaine has more than 25 years of higher education experience. Under her leadership at Hood, President Chapdelaine has guided the College community—faculty, staff, students, alumni and friends—through an inclusive strategic planning process. Moving Together Beyond Boundaries: 2017-2022, formally adopted by the Board of Trustees in 2017, is strengthening the College’s academic programs, expanding students’ experiential learning opportunities, and has established a culture of data-drive decision making.

President Chapdelaine has secured support for a scholarship program to attract and retain top academic students. Under her leadership, the Graduate School developed Frederick’s first doctoral program, two new master’s degrees in bioinformatics and cybersecurity, and two fully online programs. With her colleagues in higher education in Frederick, Hood created a degree pipeline from associate to bachelor’s to master’s in cybersecurity.

She established a staff council to facilitate employee participation in decision making and cross-campus collaboration, a strategic initiative group to provide oversight of mission and strategy, and a forum for the innovative exchange of ideas. The College also successfully completed its accreditation with commendations with Middle States Commission on Higher Education in 2017.

Through her focus on community partnerships, she has significantly expanded Hood’s reach and experiential learning opportunities for students to ensure they are career ready. For example, she led the establishment of the Martha Church Center for Civic Engagement at Root, the Frederick County Center for Innovation and Economic Development. She also recently secured a MOU between Hood and the Frederick National Laboratory for Cancer Research to expand research and training opportunities for undergraduate and graduate students, and provide professional development programs for Hood faculty and national laboratory staff; and an MOU with Fort Detrick to provide graduate scholarships for active duty military stationed at the Frederick army base. In 2019, she launched the NeighborHOOD partner program that offers tuition discounts to partners’ employees and their dependents, including the Frederick County Public School system, city and county government, Frederick Health and the Frederick National Laboratory.

In her professional role, she serves as chair of the Maryland Independent Colleges and Universities Association, chair of the Middle Atlantic Athletic Conference, board member of the Council of Independent Colleges and the National Association of Independent Colleges and Universities; and in 2019 was appointed by Governor Hogan to serve on the government workforce review board.

In 2019, President Chapdelaine was named to Frederick’s Top 50 CEO List by the Frederick County Office of Economic Development and as one of The Daily Record’s 2019 Top 100 Women in Maryland.
Dr. Debbie Ricker began as Hood College Provost and Vice President of Academic Affairs on July 1, 2016. She came to Hood following a long career at York College of Pennsylvania, having served as a faculty member and department chair for the Biological Sciences Department, associate dean of academic affairs and, most recently, the founding dean of the Division of Academic Services.

Dr. Ricker earned her bachelor’s degree in Biology at her hometown college, Mars Hill College, in North Carolina. Thereafter, she completed her master’s degree at East Tennessee State University and her Ph.D. in Reproductive Biology at the Johns Hopkins University School of Hygiene and Public Health studying the molecular biology of sperm motility, fertilization and early embryo development.

During her career, Dr. Ricker has served a number of professional and civic organizations, including:

- A 4-year term as President of the Pennsylvania Academy of Science
- The York Women’s Business Center Organization
- The Dallastown School District Workforce Advisory Board
- The York Technical Institute General Education Advisory Board
- LYNX Advisory Board for Frederick County Public Schools
- Board of Directors for PLEN

She is a scientist, an educator and, above all, a lover of learning and advocate for liberal arts education. She has a passion for the scholarship of teaching and student engagement, a deep background in hands-on, applied, experiential education, and expertise in student success and persistence programming.

At Hood, the Provost oversees the:

- Graduate School
- Library
- Office of Institutional Research
- Registrar
- Student Success Center

- Center for Career Development and Experiential Education
- Faculty Services
- Center for Teaching and Learning
- Dean of Students (beginning with this appointment)

As Provost, Dr. Ricker has worked in close partnership with President Chapdelaine and other members of the Senior Team to develop and implement the college’s strategic plan.
MISSION

Through an integration of the liberal arts and the professions, Hood College provides an education that empowers students to use their hearts, minds and hands to meet personal, professional, and global challenges and to lead purposeful lives of responsibility, leadership, service, and civic engagement.

CORE VALUES

- Hope: To believe that everyone can have a positive impact in the world and that education is instrumental in creating and sustaining hope.
- Opportunity: To fully use one's talents and skills to realize professional and personal achievement and to help create and realize opportunities for others.
- Obligation: To fulfill personal and professional responsibilities with integrity and to be a responsible steward and servant to the betterment of others and this world.
- Democracy: To embrace diversity, foster freedom of thought and expression, and to promote engaged citizenship both in self and others.

HOOD'S VISION

Hood College is a premier, comprehensive liberal arts college, offering both undergraduate and graduate students an excellent and holistic educational experience that prepares them for personal and professional achievement and productive participation in society. Education at Hood reaches beyond boundaries, whether those boundaries be academic disciplines, the classroom or the campus. Hood thereby offers a holistic education that encompasses the curriculum, co-curricular experiences and a rich array of experiential learning opportunities facilitating student exploration and fostering intellectual, spiritual and physical growth. This vision can only be realized in a diverse, collaborative, student-centered community in which all are empowered to be educators and mentors to students.
STUDENT PROFILE

Hood’s fall 2019 student population included 1,126 undergraduates, 1,057 of whom were full time; and 924 graduate students, 150 of whom were full time. Hood’s undergraduate population is 63 percent female and 37 percent male. The graduate population is 63 percent female and 37 percent male. Hood College is a residential campus with 82 percent of freshmen and 56 percent of all undergraduates residing on campus. Thirty-nine percent of all undergraduates are from diverse populations—17 percent black, 12 percent Hispanic, four percent Asian and six percent multiracial—and 2 percent are international. Twenty-two percent of all graduate students are from diverse populations and 9 percent are international. Hood has 19 undergraduate and 87 graduate international students from 36 countries. Graduate students hail from 14 states, with the majority—81 percent—from Maryland. Undergraduate students hail from 26 states, the District of Columbia and Guam. Most undergraduate students are from the mid-Atlantic region with the majority from Maryland—73 percent—followed by Pennsylvania, New Jersey and Virginia.

The largest fall 2019 undergraduate academic programs by enrollment were: business administration, nursing, biology, psychology, and computer science. The largest graduate programs by fall 2019 head count were: business administration; information technology; educational leadership, including on-campus and three off-campus cohort programs; biomedical science; curriculum and instruction.

To learn more about the student experience at Hood College, click here.

ACADEMIC PROGRAMS

UNDERGRADUATE EDUCATION

Hood College follows the principle that the best foundation for purposeful lives and careers is a course of study that integrates general liberal arts education, specialized career preparation and experiential learning opportunities.

Departments offer academic activities such as lectures, performances and presentations throughout the year, often bringing renowned scholars, experts and artists to campus for cultural events. In addition, departments sponsor academic honor societies and clubs that broaden students’ intellectual experiences. Much of this programming is done in partnership with the student life division, which also provides a Residential Curriculum.

GRADUATE EDUCATION

The graduate school at Hood College ranks among the best for high-level academic quality, cutting-edge resources, convenient scheduling and affordable tuition. Programs are designed both to deepen intellectual understanding for life and to broaden competencies for career advancement.

Hood’s close, long-standing ties to business and industry enable students to gain practical experience and forge valuable business and industry connections. The graduate school has close ties to an exceptional network of world-class research and development, life science, biomedical, information technology, aerospace and engineering industries, including government institutions, and military installations.

EXPERIENTIAL LEARNING

At Hood College students are provided opportunities to engage in independent research and creative activity, internships in the greater Washington, D.C.-Baltimore metro area and service-learning opportunities. The expansion of such experiences is a strategic priority of the faculty and institution.
Hood has a number of centers that complement the academic and student development programs of the College:

**The Catherine Filene Shouse Center for Career Development & Experiential Education** regularly hosts information sessions about programs available to Hood students; presentations by businesses and organizations seeking interns, volunteers and employees; and career preparation tutorials.

**The Josephine Steiner Student Success Center** provides a wide range of academic support for all students. Services range from providing math and writing tutoring to individualized one-on-one meetings to discuss any barriers that might prevent students from reaching their full academic potential.

**The Martha E. Church Center for Civic Engagement** facilitates connections with government, businesses, nonprofits, and other community organizations, supporting community-based learning to serve the public good of the Frederick community and providing enriching educational opportunities for Hood students. The center provides opportunities for Hood students, alumni, and affiliates to participate in internships, volunteer opportunities, and civic outreach.

**HOOD CENTERS**

The Office of Student Engagement is dedicated to providing opportunities to help facilitate the success and development of Hood students. The team’s goal is to help enhance student involvement by providing programming that encourages a fun and inclusive environment. Hood students are encouraged to join a student organization as a way of engaging with their community and fostering growth, challenge, and outside-the-box thinking. Clubs and organizations focused on academics, advocacy, culture, governance, community service, performance, and faith exist at Hood.

At the beginning of each fall semester, new student orientation is overseen by the Director of Student Engagement in partnership with a team of highly qualified and diverse student leaders, the Orientation Coordinators, who embody the “Hood is home!” ethos and help welcome new students to campus.

Hood College is proud of its diverse community, and is committed to cultivating and strengthening an inclusive, tolerant, multi-cultural and intellectually open community with equal opportunity for all. By encouraging and celebrating differences, Hood creates an environment that promotes freedom of thought and academic excellence. To that end, the Office of Diversity & Inclusion provides guidance and resources to students, faculty and staff about creating, fostering and maintaining community—community that acknowledges and embraces diverse backgrounds and experiences and affirms the dignity of every individual. The office’s primary focus is underrepresented communities, those based on ability, age, citizenship, ethnicity, gender identity, national origin, race, sex, sexual orientation and socio-economic status. The office supports students’ efforts to:

- Connect and feel at home at Hood
- Find and access resources, both on and off campus
- Access academic and social support
- Learn about underrepresented groups
- Report bias-based incidents

**WITH STUDENT LIFE**
HOUSING AND RESIDENCE LIFE

Hood undergraduates living on campus in Fall 2020 had seven housing options available:

• Memorial Hall (new first-year housing)
• Smith Hall (new first-year housing)
• Coblentz Hall (upperclass and transfer student housing)
• Meyran Hall (upperclass student housing and for 2020-2021, first-year housing on the first and basement floors)
• Shriner Hall (upperclass student housing)
• New residence hall (upperclass and honors student housing) – opening fall 2020
• Leased 7th Street duplexes (upperclass student housing)

The Office of Residence Life fosters the development of residential students through a number of involvement opportunities. Students are encouraged to take advantage of opportunities to gain leadership, time-management, cooperation and practical skills. These opportunities include participating in shared governance in the housing system, the Residential Advisory Cabinet, student staff positions, and service as a resident assistant. In addition to these opportunities, the student life suite and the Office of Student Engagement and Orientation assist students with involvement in the College’s many student organizations, class councils, Campus Activities Board and other leadership roles.

To learn more about Housing and Residential Life, click here.

NCAA ATHLETICS

Hood’s Blazer athletic teams face opponents in 21 men’s and women’s intercollegiate sports and three club sports. They compete in the highly competitive NCAA Division III Middle Atlantic Conferences and the Eastern Collegiate Athletic Conference.
The Dean of Students (DOS) is a strong advocate of student success and well-being and demonstrates a firm commitment to inclusivity. As part of a new administrative structure at Hood, the Dean will report to the Provost and Vice President for Academic Affairs, and will be a vital member of the academic leadership team called the Provost’s Council. Under the general direction of the Provost, the DOS envisions, oversees, coordinates, and assesses the development and implementation of a comprehensive strategic student life program that synthesizes the intellectual, physical, social, emotional and spiritual development of students. The DOS directs all professional and support staff members including, but not limited to, student engagement and residential life. The DOS will work collaboratively with members of the Provost’s Council, other administrators, and staff and faculty to ensure that all student life functions are fully integrated with academic initiatives. Key elements of the position include fostering student engagement, student leadership development, crisis intervention, and student behavioral management.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

STUDENT LIFE (75%)

- Develops a multi-year plan for student life programming that engages all students and fosters a vibrant campus community. Utilizes relevant data, research and student development theories to actively champion and support student learning and holistic success.
- Develops, implements and assesses annual team and individual goals to align with and support the College’s mission and strategic plan.
- In close collaboration with the Dean of Student Success, plans, implements and assesses new student advising days, new student orientation and the peer mentoring program for first year students.
- Oversees and directs College student life response to student crises or other events that could impact student safety. As needed, manages and triages these incidents and ensures appropriate follow-up.
- In close collaboration with the retention committee and others, assists in campus-wide efforts to identify individual student problems early and develop appropriate responses.
THE POSITION (CONT.)

• Serves as principal point of contact for all student issues and concerns, including with student families, faculty, and other staff as appropriate and needed. Collaborates with faculty, staff and others to provide support to students in a timely manner.
• Assists in the oversight and support of student organizations and student activities, including directing and assisting in social, recreational and curricular programs for residential and commuter students.
• Provides leadership and oversight for the student code of conduct processes and policies.
• Assists the Director of Alumni and Constituent Engagement in the oversight and management of the Parents’ Council.
• Represents the College on campus and in the local community on matters pertaining to the student personnel program and activities.

ADMINISTRATION (25%)

• Serves as a member of the Provost’s Council and assumes leadership in division-wide and campus efforts to advance student success and well-being.
• Manages at least three direct reports and their subordinates in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.
• Develops, reviews, revises and assesses student life policies and processes to reflect best practices and ensure continuous improvement.
• Ensures compliance with all local, state and federal laws, codes and regulations, and campus policies and procedures.
• Formulates, oversees and directs the development and implementation of student personnel policies and other judicial matters.
• Reviews budgets and directs appropriations.
QUALIFICATIONS

Hood College seeks a candidate who values diversity, equity and inclusion in all that they do. The ideal candidate embodies the following educational background, knowledge, abilities and characteristics.

EDUCATION

The successful candidate must have a master’s degree in Student Life or a related field; a significant and progressive record of higher education leadership appropriate for this role; or the equivalent combination of education and experience.

KNOWLEDGE AND ABILITIES

• Demonstrated experience in student development and student programming
• Student Personnel Competency and knowledge of Higher Education regulations (such as Higher Education Act of 1965, Title IX, FERPA and Clery Act)
• Knowledge of local, state and federal regulations and laws governing higher education, especially in terms of student life
• Familiarity with national student surveys and best practices
• Demonstrated knowledge of current best practices as it relates to student identity development, student behavior and student crisis response

CHARACTERISTICS

• Student-centeredness
• Demonstrated record of successful administrative leadership in higher education, preferably within an independent college setting
• Proven ability to work collaboratively across departments and disciplines
• Financial, operational and strategic-planning experience
• Ability to work collaboratively and effectively with the Provost as well as all of the members of the Provost’s Council and all members of the College community
• Effective communication and interpersonal skills; the ability to build consensus
• Openness, accessibility and responsiveness to the ideas of others
• A practical and decisive manner with the courage to make difficult and timely decisions as appropriate and necessary
• A record of exemplary personal and professional integrity
• A sense of humor
Applications should consist of a substantive cover letter, a curriculum vitae and a list of five professional references with full contact information. No references will be contacted without the explicit permission of the candidate. Applications, nominations and expressions of interest can be submitted electronically, and in confidence, to:

HoodCollegeDOS@academicsearch.org.

The position is open until filled but only applications received by September 10, 2020, can be assured full consideration. The College is being assisted by Academic Search. Confidential discussions about this opportunity may be arranged by contacting consultants Ann Die Hasselmo at Ann.Hasselmo@academicsearch.org and Chris Butler at Chris.Butler@academicsearch.org. Further information about Hood is available at www.hood.edu.

Hood College is committed to diversity in its faculty and staff and subscribes to a policy of hiring only individuals legally eligible to work in the United States. An Equal Opportunity Employer/M/F/Vet/Disability

Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, marital status, pregnancy, disability, religion, or age in recruitment, admission and access to, or treatment, or employment in its programs, services, benefits, or activities as required by applicable laws including Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and complies with the law regarding reasonable accommodation for disabled applicants and students. Inquiries about discrimination or reasonable accommodation should be referred to the Title IX and Section 504 Coordinator at Alumnae Hall, 401 Rosemont Avenue, Frederick, MD. 21701 (AD 312), (301) 696-3592. For complete information on Hood College’s nondiscrimination policy, please visit http://www.hood.edu/non-discrimination/.
ABOUT ACADEMIC SEARCH

Academic Search is assisting Hood 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 www.academicsearch.org/.

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