SEARCH PROSPECTUS:

VICE PRESIDENT FOR STUDENT DEVELOPMENT

University of Lynchburg
TABLE OF CONTENTS

ABOUT THE UNIVERSITY 4
MISSION STATEMENT, INSTITUTIONAL VALUES 6
LIFE IN LYNCHBURG, VA 7
PRESIDENT ALISON MORRISON-SHETLAR 8
DIVISION OF STUDENT DEVELOPMENT 9
VICE PRESIDENT FOR STUDENT DEVELOPMENT 12
APPLICATION PROCESS 14
The University of Lynchburg seeks a transformational leader who can apply innovative and strategic thinking to the work of student development as its next Vice President for Student Development (VPSD).

The person in this role will oversee 8 departments and approximately 40 staff members across the Division of Student Development.
ABOUT THE UNIVERSITY

The University of Lynchburg is a nationally recognized private university where students gain a greater heart for humanity and a mindset of individual growth. At Lynchburg, thought-provoking learning ignites change in each individual, and the world.

The University was founded in 1903, when a handful of professors instructed fewer than 60 students in the halls of a former resort hotel. There were four people in the first graduating class. Since then, the institution has grown significantly, and evolved from a small liberal arts college to a comprehensive university, grounded in liberal arts. The University has nearly 3,100 students and 25,000 alumni around the world.

The University of Lynchburg was founded as Virginia Christian College in 1903 by Josephus and Sarah Hopwood, pioneers in Christian coeducation. They established one of the oldest co-educational colleges in Virginia with the support of ministers and businessmen associated with the Christian Church (Disciples of Christ), a denomination that welcomes dialogue with people of all faiths.

In 1909, the College completed construction of its first academic building, Main Hall (later renamed Hopwood Hall). Around the same time, Carnegie Hall, a men’s residence hall, was partially funded by a gift from industrialist and philanthropist Andrew Carnegie. A decade later, Virginia Christian College changed its name to Lynchburg College, a reflection of its student recruitment and fundraising expanding beyond Virginia.

The campus master plan envisioned buildings in an elliptical pattern around the Dell. Hopwood Hall (1909) and Snidow Chapel (1966) were built at the east and west ends of the ellipse, symbolizing Dr. Hopwood’s guiding principles of faith and reason. Schewel Hall (2005, originally Centennial Hall) completed the ellipse.

The period from 1964 to 1983 saw the largest building expansion in the institution’s history, increasing the number of major buildings on campus from nine to 19. The academic program grew in that same period, and the first graduate programs were added in 1964. The growth in the academic program was a major step in the College’s evolution to University.

In 1998, Claytor Nature Center was created on a farm in Bedford County, through a bequest from the late A. Boyd Claytor III. Used for research, education, and recreation, the 491-acre center is home to the Belk Observatory, an education building, an herbarium, the Eco-lodge, a campsite, and hiking trails.

The University entered a new phase of growth beginning in 2003. In addition to major projects such as the construction of Schewel Hall and the $12 million renovation of the Drysdale Student Center (2014), the University extended campus housing to include many homes in the surrounding neighborhood, as well as new on-campus townhouses and apartments. Additionally, several sustainability programs have helped the University protect the environment even as it has grown.
In 2007, the Board of Trustees adopted a plan to pursue more graduate health sciences programs. The faculty soon approved the Doctor of Physical Therapy program, the institution’s first doctoral program. Today the University also offers a Doctor of Education in Leadership Studies and a Doctor of Medical Science, the first doctoral degree for physician assistants in the U.S. The University also offers 14 master’s degree programs and several graduate certificates.

While expanding its graduate programs and pre-professional offerings, the institution has maintained its commitment to the liberal arts, believing that the two areas of study support each other. In 2017, the faculty passed the DELL curriculum, a major revision to general education, streamlining requirements and calling for the creation of new, interdisciplinary seminar courses.

In 2011, Lynchburg entered into a partnership with Historic Sandusky, a nearby historic home known for its role in the Civil War’s Battle of Lynchburg. The University now owns and operates the historic site. The University also has a partnership with the Anne Spencer House and Garden Museum. Spencer, a Harlem Renaissance poet, occasionally hosted groups from Lynchburg College in her home.

The intercollegiate athletic program includes 21 teams for men and women, which have won more than 120 Old Dominion Athletic Conference (ODAC) championships. This year, the University of Lynchburg won 8 ODAC championships. Students also enjoy intramural and club sports for men and women. The fall of 2019 marked the addition of swimming and women’s golf.

The institution is nationally recognized for offering quality educational opportunities while building the character and the leadership ability of its students. The University of Lynchburg is one of only 46 colleges nationwide to be included in Loren Pope’s Colleges That Change Lives and one of 60 institutions nationwide selected to participate in the Bonner Leader Program.
The University of Lynchburg offers distinctive undergraduate and graduate programs that reflect its commitment to teaching and learning, scholarship, and service to the broader community.

The mission of the University of Lynchburg is to develop students with strong character and balanced perspectives and to prepare them for engagement in a global society and for effective leadership in the civic, professional, and spiritual dimensions of life.

The University of Lynchburg provides its students with a wide range of rigorous curricular and co-curricular educational experiences delivered through multiple modes of instruction. Undergraduate programs are grounded in the liberal arts, enhanced by professional studies, and nurtured by a residential community. Further, the University’s quality graduate programs respond to identified community needs, advance scholarship in the disciplines, and promote student career goals.

Lynchburg extends its reach beyond the campus through experiential learning, cultural opportunities, and service by sharing the expertise and commitment of faculty, staff, and students with the broader community.

In support of its mission, the University of Lynchburg is an academic community that: fosters a student-centered environment; develops the breadth of knowledge associated with liberal arts education; develops depth of knowledge and promotes focused inquiry in academic disciplines; respects and supports diversity; values and celebrates diverse faith traditions; and sustains close working relationships among faculty, staff, students, alumni, and community partners.

### INSTITUTIONAL VALUES

In keeping with the traditions of University of Lynchburg and consistent with our relationship with the Christian Church (Disciples of Christ), the University affirms its commitment to a set of core values that inform the work of the University, ensuring that our planning and programs embody principles that help us offer educational experiences of the highest quality.

- **Academic Rigor**: Students and faculty meet high standards of academic excellence, intellectual honesty, and commitment to open inquiry
- **Active Learning**: Students take responsibility for developing themselves into lifelong learners; faculty foster that development, while modeling their own commitment to learning through scholarly and creative activities
- **Commitment to Success**: Our programs, advising, and services provide students with the guidance and support they need in order to successfully complete their education at University of Lynchburg
- **Integrity**: Our policies and procedures, our treatment of one another, and our own behaviors demonstrate a commitment to fairness, honesty, and principle
- **Diversity**: Our community benefits from the contributions of individuals from a variety of ethnicities, nationalities, sexualities, religions, ages, and political beliefs
- **Community**: We work to strengthen a sense of community on campus, to foster active engagement with the larger Lynchburg community, and to maintain mutually beneficial connections with our alumni
- **Wellness**: We strive to foster the well-being, in its many forms, of the members of the University community
- **Sustainability**: We believe everyone benefits when we recognize and act upon our environmental obligations to future generations.
LIFE IN LYNCHBURG, VA

The University of Lynchburg is located in Lynchburg, Virginia at the foot of the Blue Ridge Mountains. The University is approximately 180 miles southwest of Washington, D.C., and 120 miles west of Richmond, the state capital.

Lynchburg – known as the Hill City – is a small city with an Old South feel and views of the Blue Ridge range of the Appalachian Mountains. Downtown Lynchburg is a mix of old and new, and the city is known for the historic districts of refined homes on the surrounding hilltops. Five of these districts are included in the National Register of Historic Districts. The area has several good museums, entertainment, and good restaurants. Mountains to the west and Smith Mountain Lake to the south offer great outdoor recreation.

Cost of Living and housing are moderate among Virginia’s metropolitan areas. The economy is supported by steel pipe and furniture manufacturing, healthcare, and an assortment of smaller businesses.

Lynchburg is situated in the James River Valley at the eastern edge of the Blue Ridge Mountains. Nearby terrain is hilly with deciduous forest and sheltered valleys. Summers are warm and fairly humid with cool evening breezes and cooler conditions in nearby hills. Rainfall is evenly distributed throughout the year. Fall brings periods of cloudy, cool weather with high humidity and light rain or drizzle. Winter cold fronts bring dry, invigorating air with clear skies. There are snow showers, but the mountains to the west block many storms and high winds. First freeze is late October, last is mid-April.
President Alison Morrison-Shetlar is the eleventh president of the University and describes herself as a “servant leader.” She is the first person born outside the U.S. and the first woman to serve as the University of Lynchburg’s president. Her term began in August 2020, at the height of the pandemic.

President Morrison-Shetlar has challenged members of the University community to reimagine the University of Lynchburg as we emerge from the pandemic. From the outset of COVID-19 in early 2020, the University has been recognized as the safest campus in Virginia by virtue of its commitment to the health and well-being of its student population. Lessons learned are driving this reimagining that is supported by three distinct pillars: leadership, innovation and collaboration, and inclusive excellence.

Leadership has long been a hallmark of the Lynchburg experience and our students are known for their intrinsic and extrinsic skill sets that help to drive change and better the world around them.

Innovation and collaboration are central to the experiential learning that takes place both on campus and off campus in countless clinical and internship placements at both the undergraduate and graduate levels.

Inclusive excellence is at the core of all we do, as we become increasingly more diverse.

While these pillars are central to the learning community of the University itself, President Morrison-Shetlar has expanded the University’s reach to build a growing number of partnerships in the City of Lynchburg and the region through a series of initiatives that she calls Lynchburg Tomorrow.

As the result of discussions with community leaders and partners, Lynchburg Tomorrow has taken shape as a think tank and research hub designed to support the community in addressing some of its most critical issues. Recently, Lynchburg Tomorrow launched a community-based leadership program tied to the city’s strategic plan; partnered to staff a critical community health clinic; and established partnerships to address the needs for both healthy foods and quality healthcare in the region.

While these initiatives and partnerships certainly benefit the community and strengthen our role as Lynchburg’s University, they also provide invaluable learning experiences for our students.

The three pillars are also at the core of a comprehensive fundraising campaign that is currently in its quiet phase. The $50 million campaign, the University’s first comprehensive effort, is poised to provide critical support in the areas of scholarships, programmatic support, facility enhancements, and unrestricted support.
While academic life is basic to one’s education, University of Lynchburg students also grow as individuals and as citizens through participation in out-of-classroom, co-curricular activities. The Division of Student Development, in collaboration with students, faculty, and staff, enhance the educational mission of the University and provide learning opportunities by creating an inclusive campus community that promotes social awareness and fosters community development, educating students to become effective leaders, involved citizens, and critical thinkers, as well as nurturing the personal, physical, academic, and spiritual development of students.

The Division of Student Development strives to engage all students through transformative co-curricular experiences that help them to explore, reflect, and grow. With a divisional mission to promote student success through engaged co-curricular learning while fostering an inclusive, dynamic campus community, the Student Development team is guided by three goals:

- **Leadership:** Students will develop core competencies of effective leadership and career readiness through participation in leadership programs and opportunities.
- **Wellness:** Students will engage in a campus culture encouraging lifelong wellbeing through enhanced wellness services, outreach programs, and prevention resources.
- **Community:** Students will feel welcome and treat one another with civility and respect while upholding the traditions and values of the institution.

The following areas make up the Division:

**Case Management and Wellness Education.** The Case Management team convenes the CARE team on campus and follows up with students who may need assistance. Referrals come to a case manager through academic, social, and anonymous inputs and case managers meet with students to offer referrals and ensure that students have tools for their well-being. Case managers also conduct wellness education as a part of providing a proactive university environment. The area of wellness coordination and education is available to assist students in their well-being and life-long success. Staff in this area offer various wellness programs, educate students on the holistic approach to wellness and various wellness resources on campus and in the community.

**Center for Community Engagement and Bonner Leader Program.** University of Lynchburg students provide more than 60,000 hours of volunteer service annually to the campus community, to the City of Lynchburg, to neighboring counties, and to selected global organizations. Students work with community organizations through direct service, such as tutoring, addressing food and housing insecurity, addressing healthcare access, and supporting environmental sustainability efforts. Students also provide indirect service, such as fundraising for nonprofit organizations, collecting food and other supplies, and conducting community-based research with local organizations. Whether a student wants to help others by donating time on an individual day or by committing to ongoing, in-depth service, the Center for Community Engagement provides connections and opportunities for meaningful community engagement. The Center maintains communication
with numerous nonprofit organizations and government agencies seeking assistance from the University community. Also, the Center for Community Engagement sponsors monthly “service plunges” and special events, such as Hunger and Homelessness Week, Special Olympics, Relay for Life, and community service trips in the City of Lynchburg and beyond. In addition, the Center for Community Engagement coordinates the Bonner Leader Program. Undergraduate students selected to participate in the four-year Bonner Program commit to serving 300 hours each academic year through regular work with nonprofit organizations in the greater Lynchburg area. Bonner Leaders also participate in ongoing training on social justice issues and leadership development and receive financial assistance through work-study funds.

Counseling Center. Counseling services are available to all actively enrolled students. Licensed mental health professionals offer individual and group counseling to students for a variety of reasons, such as roommate and relationship issues, grief, anxiety, adjustment difficulties, substance abuse, eating issues, depression, and other needs.

Dean of Students. The Office of the Dean of Students promotes students’ success through direct assistance and support, consultation, effective referral to on- and off-campus resources, student advocacy, promoting the University’s values, and fostering personal accountability. Also, the Office of the Dean of Students partners with other University offices through active participation on committees and workgroups, including multiple efforts pertaining to students’ well-being and retention, behavioral intervention, threat assessment, crisis prevention, and emergency response. In addition to specific duties assigned to the Vice President for Student Development, staff members in the Office of the Dean of Students are responsible for student conduct administration; annual preparation of the student handbook, The Hornet; coordination of the University’s fall semester check-in process for all students; and coordination of the University’s Circle of Omicron Delta Kappa national leadership honor society.

Health Center. Health Services are available to all students. Primary health care is provided by nurse practitioners and registered nurses, along with a family practice physician who is on campus one hour per week. Students can schedule appointments for clinical services or can be seen on a walk-in basis. The Health Center manages acute and chronic illnesses, and the most frequent diagnoses include mental health, women’s health, and respiratory conditions. The health center plays an important role in managing infectious diseases on campus including monitoring all student immunization records and most recently COVID testing, COVID case management, and COVID vaccination. After hours, the University of Lynchburg Emergency Medical Service is available to provide first-aid and emergency care for students on campus. There are also off-campus community facilities that students have access to and can be assisted through Campus Safety and Security and/or Housing and Residence Life staff for transportation, if needed.

Housing and Residence Life. The Office of Housing and Residence Life is responsible for all aspects of on-campus living for undergraduate students. The primary mission of the Office is to develop a safe and secure residential community that fosters learning and growth for undergraduate students. On-campus housing is available to single, full-time undergraduate students who are age 23 or younger. The University of Lynchburg values on-campus living that exposes undergraduate students to a variety of meaningful out-of-class learning opportunities. Accordingly, on-campus living is required of undergraduate students, and off-campus living is a privilege earned through progression toward degree completion.
DIVISION OF STUDENT DEVELOPMENT (CONT.)

Multicultural Services. A variety of support services are provided to first-generation college students and students representing diversity in race, ethnicity, religion, socioeconomic status, and sexual orientation. Multicultural services provided include special programming and support for several student organizations, such as the Asian Pacific Islander Student Association, Black Student Association, Hispanic Student Society, and Native American Student Association. Multicultural Services also provides the Summer Transition Program (STP), an undergraduate orientation program for ethnic minority, Pell Grant-eligible, and first-generation college students that supplements Student Orientation and Registration (SOAR). Additionally, educational programs and cross-cultural training are offered to promote awareness of and appreciation for varied populations of the world and represented by students, faculty, and staff. Parent and Family Programs are coordinated out of this office as well.

Spiritual Life. The Spiritual Life Center welcomes every member of the University community to explore the spiritual dimensions of life. In keeping with the University’s affiliation with the Christian Church (Disciples of Christ), the Spiritual Life Center offers programming for all religious and secular traditions. This includes many different Protestant Christian traditions (from evangelical to progressive), as well as communities for Catholic, Jewish, Muslim, Buddhist, Humanist, Quaker, Hindu, and Pagan students. Fully affirming and inclusive, the Spiritual Life Center also hosts Q & Spiritual, a discussion group for student members of the LGBTQIA+ community. The office hosts Bible studies, meditation sessions, and other faith groups that meet weekly, in addition to Catholic Mass that is held weekly during the academic year. For those looking for a worshipping community, the Spiritual Life Center can connect students with a congregation in the greater Lynchburg area. University chaplains are available for one-on-one pastoral care and spiritual guidance by appointment and in crisis situations. Chaplains provide hospital visitation, confidential space to talk or process, and often collaborate with the Health and Counseling Center to provide students holistic support and wellness. During the fall and spring semesters when weekday office hours have ended, a University chaplain is available to assist in crisis situations. When requested by students, the Spiritual Life Center notifies faculty of hospitalizations, illness, personal emergencies, or a family member’s death. Additionally, Chaplains serve as caretakers for the Lynchburg Cares Fund, which provides emergency financial assistance for students, faculty, and staff.

Student Engagement and Leadership Development (OSELD). The staff in OSELD actively seek to engage students through the areas of leadership, service, wellness, and diversity in an effort to educate students with unique, challenging experiences that will empower them to transfer the lessons and skills they have learned to their peers during and after their journey at the University of Lynchburg. Departments and student organizations included in OSELD include: Fraternity/Sorority Life, Campus Recreation and Intramurals, Outdoor Leadership Programs, Weekend and Late Night Programming, Drysdale Student Center, Student Activities Board, and Student Government Association. OSELD supports Hornet Days and SOAR with a variety of co-curricular offerings, as well as ABOVE, which is the pre-orientation program sponsored by Outdoor Leadership Programs. Additionally the office sponsors annual events such as Leadership Awards, Leadership Induction, Emerging Leader Retreat, and several senior class events leading up to commencement.
As the chief student affairs officer, the Vice President will oversee all Student Development functions through the supervision of five direct reports: the Dean of Students, Associate Dean for Campus Life, Associate Dean for Wellness, Associate Dean of Students, and the Director of Student Engagement and Leadership Development. The incoming VPSD will be charged with evaluating the division’s organizational structure, which includes hiring or appointing a new Dean of Students, to best meet the needs of the students and divisional goals as they relate to the overall mission of the university.

LEADERSHIP AGENDA
University of Lynchburg seeks a visionary leader with the experience, knowledge, and interpersonal skills to lead the Division of Student Development in a season of institutional change and to be a valued contributor of the President’s Executive Council. As the chief student affairs officer, the VPSD will need to be a strong advocate for both students and the Division of Student Development. Toward this end, key priorities for the new VPSD include:

Participating within the President’s Executive Council as a strong, knowledgeable leader who is prepared to advocate for the interests of the Division of Student Development and the students while also being an active contributor to discussions on institution-wide priorities. As the institution embarks on a bold new vision with new leadership, the University is seeking an experienced senior leader with the management skills, knowledge, experience, and energy capable of taking the Division of Student Development to new levels of excellence.

Strengthening a focus on diversity, equity, and inclusion initiatives to create a sense of belonging for all students. The new Vice President will be someone with a working knowledge of diversity, equity, inclusion and justice (DEIJ) frameworks and demonstrable experience implementing campus-based initiatives informed by this body of knowledge. A main focus will be partnering with others in the campus community, including the faculty, other departments, relevant student organizations and Executive Council, to make meaningful and measurable progress toward a campus culture of inclusion and belonging.

Applying strategic planning, assessment, and communication skills to the achievement of divisional goals. The incoming VPSD is expected to provide vision in the leadership of Student Development functions. This includes the skills to plan strategically, use appropriate assessment methods and organize the Division to make the best use of the staff and resources that are available. The successful candidate will be an innovative and creative change agent who can start from day one to move the Division to new levels of excellence.

Leading efforts to reinvigorate a sense of community and engagement for students. With students returning to campus after a long absence because of the pandemic, it will be imperative that the VPSD focus the Division and other members of the community on how to re-create a sense of community and involvement for students as they return. This includes integrating new students with the rest of the student body.
Enhancing Student Development’s collaboration with Academic Affairs. The new VPSD will be expected to work closely with the Provost to strengthen the ties between the curricular and co-curricular areas of the University. Knowledge of, and experience with, areas of potential collaboration is critical. With the ultimate focus on student success for undergraduate and graduate students, there are multiple opportunities to enhance the student experience inside and outside of the classroom.

REQUIRED QUALIFICATIONS
The successful candidate for this role will have a strong working knowledge of multiple student affairs functions and understanding of the specific areas represented in the Vice President for Student Development’s portfolio, as evidenced by:

- an earned master’s degree in student development of a related field; doctoral preparation is welcomed.
- a record of effectiveness as a student affairs administrator in positions of progressively increased leadership.
- demonstrated use of data-driven decisions to advance institutional priorities related to student success and retention.

DESIRED SKILLS, EXPERIENCES, AND CHARACTERISTICS
- A minimum of 8 years of significant work experience in a variety of functional areas in student affairs with demonstrated successes in each.
- Campus leadership experience including developing a highly functioning team.
- Willingness to listen and learn from the campus community about the institutional culture and areas of most pressing need.
- Experience with building and supporting the needs of a professional staff.
- Ability to make strategic decisions with limited resources.
- Evidence of training in DEIJ practices and implementing equity-minded decisions.
- Knowledge of current best practices in student affairs.
- Skilled in effective crisis management.
- Capacity to embrace and negotiate conflict.
- Ability to earn buy-in and trust among staff within, and external to, the Division.
- Capability to be patient, accessible, and open-minded in the change process while also making bold decisions and taking risks.
- Ability to exercise wisdom, integrity, and confidence in decision-making.
- Inclination to prioritize and model self-care.
- Visibility and engagement on a national level and the ability to bring best practices to Lynchburg.
- An understanding of the unique needs of Generation Z with particular attention paid to their mental health needs.
- Lead with a vision, engaging seasoned and new staff alike in establishing priorities.
APPLICATION PROCESS

Applications should consist of:

1. a detailed cover letter addressing the expectations of the position;
2. a current curriculum vitae (CV); and
3. a list of five professional references with contact information and a brief description explaining the working relationship of each to the applicant.
4. a written statement outlining how you approach diversity, equity, and inclusion within Student Development.

References will not be contacted without the explicit permission of the candidate. All documents should be submitted in PDF format.

This search is assisted by Academic Search. Nominations and applications should be sent to LynchburgVPSD@academicsearch.org. The position is open until filled but only applications received by July 27, 2021, can be assured full consideration. Assisting the University of Lynchburg with this search are Tom Shandley (Thomas.Shandley@academicsearch.org) and Mahauganee Shaw (mshaw@academicsearch.org), Senior Consultants with Academic Search. Nominators and prospective candidates may reach out directly to arrange a confidential discussion about this opportunity.

The University of Lynchburg is committed to diversity within its community and welcomes applications from persons of color, women, indigenous/aboriginal people of North America, persons with disabilities, the LGBTQ+ community, and others who may contribute to the further diversification of the University of Lynchburg community. The University of Lynchburg is an equal opportunity employer.
ABOUT ACADEMIC SEARCH

Academic Search is assisting University of Lynchburg in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute. For more information, visit www.academicsearch.org.

Committed to IDENTIFYING AND DEVELOPING LEADERS by providing the highest level of EXECUTIVE SEARCH to our higher education partners.